

Job Notice: Part-time Director – Austin Center for Peace and Justice

The Austin Center for Peace and Justice (ACPJ) is looking for a part-time director to help lead the organization during 2008. ACPJ is a small non-profit organization with a focus on coordinating between groups and projects in the Austin area while strengthening local justice and peace.

The position requires a broad range of abilities and skills in the area of volunteer outreach, websites and administration.

Desired Skills and Abilities:

- Highly organized and efficient
- Excellent verbal and written communication skills
- Outstanding initiative and leadership
- Ability to work well independently and as part of a team.
- Ability and drive to meet deadlines
- Well rounded computer skills: database, spreadsheets, word processing programs, computer file management and basic upkeep
- Friendly and outgoing with a notably positive attitude
- Successful employment track record
- Experience in a collective or collaborative decision making work environment
- Ability to appropriately and effectively delegate tasks to volunteers and co-workers

Outreach Requirements (approximately 35 hours per month)

1. Attend the meetings of other local organizations (approximately 1 per week) to understand their issues and see where ACPJ can become involved.
2. Communicate the needs and activities of local organizations to ACPJ members.
3. Assist the Monthly Community Networking Brunch by making telephone calls and sending e-mail reminders to community organizations, attending the Brunch, distributing notices before and after and updating contact lists.
4. Assist committee members with other ACPJ projects, as time allows.

Administrative Requirements (approximately 25 hours per month)

1. Check e-mail accounts and phone, respond or route messages as needed.
2. Maintain financial account, make bank deposits, send 'thank you' notes to donors, reconcile bank accounts, assist the Treasurer to maintain financial records.
3. Prepare mailing labels for mailings.
4. Update member/contact records.
5. Attend monthly Coordinating Board meetings, distribute meeting minutes.

Website Requirements (approximately 20 hours per month)

1. Maintain and update website calendar with information from local groups.
2. Update website pages
3. Prepare, send e-newsletter (twice monthly)

Board members and volunteers will be responsible for other duties, but would welcome input and assistance from the Director, as time allows. This might include preparing materials and helping to train volunteers and other volunteer support activities.

Compensation

This position is funded for 20 hours per week at \$10 per hour, for a total of 80 hours per month (\$800). This is a contract (1099) position and does not include taxes or expenses.

Office

ACPJ does not currently have an office so the Director will need to have good in-home computer access and the ability to travel throughout Austin.

Applying for this position

Applications for the PT Director for ACPJ should complete an online application form and submit a resume to ACPJ online to contact@austinpeacecenter.org. Any questions concerning this position should also be directed online. The selection committee will review applications and schedule interviews, during the month of December, with the goal of starting in January, 2008. All persons with a heart for peace and social justice work are encouraged to apply. contact@austinpeacecenter.org