



QUNO

Quaker United Nations Office

Affirmative Action/Equal Opportunity Employer

The Quaker UN Office is part of The American Friends Service Committee, a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

POSITION DESCRIPTION

TITLE: Quaker United Nations Representative, Program

JOB CATEGORY: Exempt

STATUS: Full-Time

SUPERVISOR: Director/ Representative, QUNO

REGION/UNIT: Quaker United Nations Office

LOCATION: New York, New York

DATE APPROVED: July 2016

QUAKER UNITED NATIONS OFFICE - NEW YORK (QUNO)

"QUNO's mission is to help the United Nations fully carry out its responsibility to prevent violent conflict and build sustainable peace around the world. We work with diplomats, UN officials and civil society groups to change the way the UN community thinks and acts at a policy level in New York, which then impacts the actions of the UN and others on the ground." QUNO - New York Mission Statement

QUNO - New York is set up as a partnership between AFSC and the Friends World Committee for Consultation (FWCC), acting together as trustees of the Quaker witness and the Quaker presence at the United Nations in New York. The Quaker UN Committee (QUNC) for New York is responsible for setting program priorities, recommending program plans and budgets to the AFSC Board of Directors, and monitoring and evaluating the work of QUNO-New York.

QUNO staff members facilitate dialogue among UN stakeholders, help bring new ideas and perspectives from the ground to the international policy agenda, offer expert input into UN processes and represent the insights and concerns of Friends in the UN context.

QUNO-New York has a collegial relationship with the Quaker United Nations Office - Geneva (QUNO-Geneva).

SUMMARY OF PRINCIPAL RESPONSIBILITIES

Become part of the team representing Quakers at the UN in New York. Principal responsibilities include developing and implementing one or more programmatic areas with a particular focus on peacebuilding and the prevention of violent conflict; working with the Director on planning, monitoring and evaluation of QUNO's programs; lead in planning and implementing the Communications Strategy in collaboration with Quaker UN Office in Geneva; and supervising Program Assistants. It is anticipated that the programmatic role will take up approximately 2/3 of the time, with the administrative work responsible for the remainder.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: The key responsibilities of the Quaker United Nations Representative, Program include the following:

Representation

1. Act as part of the representative team of the Religious Society of Friends at the United Nations. Communicate the insights, perspectives and concerns of Quakers to the UN community as appropriate.
2. Represent QUNO at relevant UN program-related meetings. Alert QUNO Director to meetings requiring his/her presence.
3. Represent QUNO at meetings of Friends, Quaker service agencies and AFSC as required.
4. Model inclusive, non-violent and collaborative approaches in interactions with the UN community, in accordance with the precept 'the means are the ends in the making'.

Program Development and Implementation

1. Develop and implement one or more areas of QUNO program work within the QUNO strategic plan, and in accordance with the working methods and strategies set out in that plan.
2. Establish and maintain relationships with key UN staff, diplomats at UN missions, and NGO representatives who work in areas relevant to QUNO program.
3. Submit program plans, and narrative and financial reports on program activities, as required. Prepare for, report to and attend meetings of the Quaker UN Committee, in collaboration with the Director and other staff.
4. Liaise with QUNO Geneva, AFSC, FWCC and other Quaker service agencies around areas of program specialization. Accompany the appropriate participation of these organizations at the UN.
5. In collaboration with other QUNO staff and the AFSC Development Department, plan and carry out fund-raising for QUNO program work.

Program Planning, Monitoring and Evaluation

1. Provide leadership in facilitating the ongoing planning, monitoring and evaluation of QUNO program work.
2. Plan and facilitate regular staff program planning and evaluation sessions, including development of QUNO's program plans and objectives.
3. Orient new staff to the program planning, monitoring and evaluation methods used by QUNO, (including the RPP (Responding to Peace Practice) methodology), and liaise with AFSC on the organization wide use and dissemination of RPP.

4. Facilitate the monitoring of the QUNO strategic plan implementation, recommending program adjustments where appropriate.

Communications

1. Develop and maintain a media and communications strategy for QUNO-New York, in collaboration with the Office Coordinator and in coordination with QUNO Geneva and the AFSC Communications Department.
2. Oversee communications issues within the QUNO New York office, including print and electronic media in collaboration with the Office Coordinator.
3. Develop and maintain policies to ensure that all public communications originating from staff and volunteers in QUNO New York, including web and social media, are accurate and in accord with QUNO, AFSC and FWCC policies and procedures (where applicable).
4. Work with the Office Coordinator in establishing and maintaining procedures around regular communications tasks, including updates to the website and social media, newsletters and the annual review, maintenance of contact data bases, etc.

Outreach

1. Report on work in one or more program areas and interpret overall work of QUNO and Quaker House within the UN system, to AFSC, FWCC, members of the Religious Society of Friends and other stakeholders.
2. Maintain an expertise on issues and trends at the UN as they affect QUNO program work and the concerns of Friends more broadly. Prepare briefings and recommendations as appropriate.

Staff Supervision, Development and Support

1. Supervise and mentor QUNO Program Assistants, Associates or Fellows, as required.
2. Participate in the recruitment, orientation and training of new staff.

MINIMUM QUALIFICATIONS

EDUCATION: Graduate degree or the equivalent in experience in a related field (i.e., international affairs, public policy) required.

EXPERIENCE:

1. Five years plus work experience related to international affairs, peacebuilding and conflict resolution, public policy and diplomacy with management responsibility and demonstrated advancement.
2. Five years' plus experience in program planning, implementation, and monitoring. Demonstrated skills in staff supervision.
3. Familiarity with non-profit communications planning and implementation, including web and social media.

OTHER REQUIRED SKILLS AND ABILITIES:

1. Familiarity and compatibility with Quaker values and testimonies that undergird the work and methods of QUNO, and an understanding of the concerns and considerations of the Religious Society of Friends world-wide.

2. Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion, age, gender and sexual orientation, and disabilities.
3. Demonstrated ability to work and communicate with diverse staff.
4. Strong interpersonal skills, with knowledge of and experience in using consultative decision making processes, working under pressure and adapting to changing situations and priorities.
5. Substantive working knowledge of international affairs in one or more areas of QUNO program and with the UN system (its working methods and principles). Three years' experience working with the UN system and/or in the field of international diplomacy.
6. Demonstrated ability to provide leadership and diplomacy around controversial issues and handling sensitive issues publicly.
7. Proven experience in policy analysis and interpretation, quiet diplomacy and advocacy at the international level.
8. Experience organizing conferences and meetings.
9. Demonstrated ability to communicate effectively in English, both orally and in writing. Fluency in one additional UN language preferred.
10. Ability to undertake a leadership role in team-building among colleagues and to work independently when needed.
11. Demonstrated knowledge of fundraising related work such as developing proposals and representing them to donors.
12. Availability to attend evening and weekend meetings and to travel nationally and internationally, working overtime as needed.

COMPENSATION: Salary Range 18 – Exempt – Comprehensive medical and hospitalization plan; term life, accident and salary continuation insurances, defined benefit pension plan, plus fringe benefits; participation in unemployment and worker's compensation and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is not represented.

QUNO-New York is a smoke-free workplace.