

AMERICAN FRIENDS SERVICE COMMITTEE
1501 Cherry Street, Philadelphia, PA 19102

Affirmative Action / Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization which includes people of various faiths who are committed to social justice, peace, and humanitarian service. Its work is based on the Quaker belief in the worth of every person, and faith in the power of love to overcome violence and injustice.

JOB DESCRIPTION

Job Title: Program Assistant at the Quaker United Nations Office

Job Location: Quaker United Nations Office/New York City

Job Supervisor: Associate Representative, Quaker UN Office

Background: The Quaker United Nations Offices (QUNO) in New York and Geneva seek to forward the humanitarian and peace-making work of the United Nations and to interpret UN activities from a Quaker perspective. These offices are sponsored by the Friends World Committee for Consultation (FWCC), which has consultative status as an international non-governmental organization at the UN. QUNO, Geneva is administered by Quaker Peace and Service (QPS), and QUNO, New York by the American Friends Service Committee (AFSC). As an international non-governmental organization, QUNO gives priority to maintaining, so far as possible, an international staff. The QUNO staff includes two Co-Directors of the office (both of whom also Direct Quaker House), one Associate Representative, an Office Manager, and two interns, each of whom has a one year appointment. Staff can also include persons working on specific projects or topics for an agreed-upon period of time.

Summary of Responsibilities:

Responsibilities:

1. Participate in the Administrative functioning of the office, including phone answering, mail opening and distribution, email distribution, greeting of visitors when Administrative Assistant is out of office, provide coverage for office.
2. Attend and participate in all QUNO staff-related meetings where appropriate.
3. Specialize in one or several of QUNO's priority issues, and help provide coverage of the work of the UN inter-governmental bodies and the Secretariat. Attend relevant UN meetings to promote and communicate Quaker perspectives and concerns regarding matters before the UN. Maintain contacts with appropriate individuals in the UN community regarding issues and support them in areas where their aims correspond to Quaker concerns.
4. Work with permanent program staff to plan, arrange and conduct lunch meetings and longer conferences, bringing together UN diplomats and Secretariat with outside experts

and others as appropriate, to discuss issues within the scope of QUNO priorities. Develop and post summaries of these meetings.

5. Keep generally informed about issues currently before the UN. Be alert for opportunities to support Quaker perspectives in international work. Provide advice and access for the work of Friends at the UN.
6. Help interpret QUNO activities and concerns to Friends, AFSC and other groups. This includes attending appropriate gatherings, writing articles and periodic reports and addressing meetings. Encourage interest in international matters.
7. In consultation with FWCC and AFSC, represent them through QUNO.
8. Participate in the planning of QUNO Committee and attend the "Youth" subcommittee.
9. Assist the Associate Representative in the recruitment and selection of future Program Assistants.
10. Develop articles as needed for "In and Around the UN", the periodic newsletter, and write one "Briefing Paper" during the year term.

Qualifications:

1. Compatibility and familiarity with the Quaker values, testimonies, and processes defining QUNO's work and the ability to represent them to others; understanding of and commitment to the principles, concerns and considerations of the world-wide Society of Friends.
2. University degree or equivalent.
3. Experience with analysis and interpretation of international social, economic, political developments.
4. Knowledge of and experience with Friends' meetings and/or organizations very helpful.
5. Demonstrated ability to communicate effectively in English, orally and in writing; other languages useful esp. Spanish and/or French.
6. Ability to carry out assignments independently, but remain in close consultation with supervisor and colleagues.
7. Demonstrated ability to work with people of differing backgrounds and ideologies, especially those of the third world. Facility in meeting people and conversing easily; sensitivity to cultural, religious, gender and class differences among people.
8. Ability to respond to the rapidly changing situations in the UN community and resultant shifting emphasis in Quaker UN programs.
9. Computer literacy, including word processing, spreadsheet, database, and communications software.
10. Availability to attend occasional evening and weekend meetings, and to travel very occasionally.

Term Appointment:

This appointment is for one year, beginning on 1 September and terminating on 31 August of the following year.

Salary Range:

This is a stipended position, with the annual stipend totaling \$
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 AFSC is an Affirmative Action/Equal Opportunity Employer.
Qualified persons are encouraged to apply regardless of their religious affiliation, race, sex, sexual orientation or nature of disability.

HUMAN RESOURCES DEPARTMENT

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