



**InterChange  
International Institute for Community-Based Peacebuilding**

At the Transformative Learning Centre, OISE, University of Toronto  
252 Bloor Street West, Toronto, Ontario, Canada M5S 1V6

(416) 978-0784 ❖ [interchange@interchange4peace.org](mailto:interchange@interchange4peace.org)  
<http://interchange4peace.org>

Position Title: Peacebuilding Training and Education Programme Coordinator

Location: Greater Toronto Area (GTA), Canada

Status: 10 Month Contract, Full Time

Salary: \$35,000 annual (to be prorated for 10 months)

Ideal Start Date: September 7, 2010

Must be eligible to work in Canada

**Overview:**

InterChange is a growing, united, and diverse group of community-based peacebuilders who share knowledge, collaborate on educational and research projects, and support one another with the aim of nurturing and developing dynamic, durable and positive peace. InterChange was established in 2004 in response to the need for a global information network and training resource accessible to practitioners, policy-makers, and theorists who are involved in community-based peacebuilding. The organization is registered as a Canadian Charity. For more information about InterChange, visit our website: <http://interchange4peace.org>.

InterChange is currently seeking a Programme Coordinator to develop and coordinate a training and education programme in the GTA that will support a culture of peace. The programme will connect peacebuilding workshop providers with leaders and members of communities facing ongoing cycles of violence due to historic and current traumas, and systemic injustice. These include diaspora communities from conflict zones, women and youth. The Program Coordinator will work to identify community education and training needs and develop, implement and evaluate the program.

The programme will involve the following activities:

- Running at least 40 half-day workshops and courses (to be led by a variety of peacebuilding practitioners) that will be taught at OISE and other locations accessible to communities.
- Establishing and running a 6-month Certificate for community leaders offered jointly by InterChange and the Transformative Learning Centre that will require the successful completion of 5 short courses and 3 half-day reflective sessions.
- Using our programme outreach to educate communities about peace literacy and how the culture of peace can apply to their lives and situations.

The programme will be strongly based on Adult Education principles and a participatory approach. It will emphasize that everyone has knowledge to contribute and encourage people to see themselves as peacebuilders and develop agency in that role.

The Coordinator will be an outgoing individual who is a self-starter, has excellent communications and interpersonal skills, and is passionate about the aims of the project.

**Duties and Responsibilities:**

- Coordinate all aspects of training and education program
- Identify opportunities for collaboration and build collaborative relationships
- Liaise with, facilitate focus groups with, and support regular meetings with members of our community of practice – includes InterChange members, leaders of diaspora communities, youth, women, peacebuilding students, and peacebuilding trainers
- Facilitate engagement of local InterChange GTA members and attend local meetings
- Direct and support volunteers to deliver outreach, education and training activities
- Develop and coordinate schedule of workshops and activities
- Develop communications and outreach materials
- Manage the marketing and promotion of the program
- Promote and administer InterChange membership
- Maintain programme website
- Manage project budget
- Provide reports for monitoring and accountability purposes
- Assist with preparing and reviewing grant proposals

**Qualifications, Experience and Requirements**

- Post-secondary education in related field
- Previous experience in program coordination or delivery and/or communications
- Familiarity and adherence with the vision, mission and principles of InterChange
- Familiarity with peace studies and adult education principles
- Program development, management and organizational skills
- Strong interest in supporting local community-based peacebuilding activities
- Experience working with diverse communities an asset
- Flexibility and adaptability
- Excellent interpersonal and communication skills (listening, verbal and written)
- Knowledge of group dynamics and ability to facilitate group processes
- Ability to work well independently and as part of a team
- Proficiency in Microsoft Office
- Ability to maintain records and documentation
- Availability to travel to and attend regular meetings, trainings and events in the GTA; includes some evenings and weekends

**Application process:**

Please submit your resume and cover letter to the attention of Carolyn Webb at [carolyn@interchange4peace.org](mailto:carolyn@interchange4peace.org) by July 23, 2010, at 5:00 pm.