# Program Assistant – Transformative Peace

Position Location: Tangier, Morocco

Project Proposal Name: Empower CommUNITY Anticipated Start Date: January 6, 2025

**About Transformative Peace**

Transformative Peace ​is a mission-based consultancy focused on conflict resolution, preventing violent extremism of all forms, and building inclusive peace processes. Our work is grounded in the belief that peace is a fundamental right, and that all members of society are entitled to a role in peacemaking efforts. We partner with stakeholders dedicated to preventing and transforming conflicts at the community, national, and international levels, and offer expertise in a range of sectors - including: international mediation; dialogue processes; problem-solving workshops; women, peace and security; evidence based research and conflict analysis; designing inclusive programming to prevent violent extremism; monitoring, evaluation and learning; and community capacity training.

**Project Description**

The purpose of the Transformative Peace- TP SARL Morocco Empower CommUNITY program is to build holistic and gendered resilience within select communities in Morocco through the cultivation of a community of practice among promising, local, and enthusiastic civil society organizations and community leaders. Rooted in principles of inclusivity and participatory action, this program operates through a community-oriented approach to preventing violent extremism (PVE) that centers the empowerment of women, youth, and local communities.

Empower CommUNITY has three main objectives:

1. Develop the capacities and knowledge of local organizations and individuals through capacity- building workshops; mentorship; knowledge transfer processes; and monitoring and evaluation.
2. Mainstream gender and intersectional analysis into programming to integrate gender and WPS principles into program design and implementation.
3. Cultivate a strong, capable, and self-sufficient community of practice with the means to apply best practices, evolve according to circumstances and emerging practices, mentor new cohorts, and to independently design and implement peacebuilding interventions.

# Position Description

The Program Assistant will perform a range of administrative and programmatic functions in support of program activities. These will include logistics, setting up, organizing, and managing events, workshops, and venues, supporting procurements, and working closely with the rest of the team to support project implementation throughout the program cycle. The Program Assistant will report directly to the Senior Program Officer and assist the Senior Program Officer in all necessary program related tasks and duties.

**Responsibilities:**

* + Coordinate program activities
  + Conduct the necessary outreach to organize and manage program-related events
  + Communicate with key partners and stakeholders
  + Handle program-related logistics and administrative tasks, including scheduling, marketing, the procurement of supplies, travel arrangements, accommodations, and communication
  + Fulfill filing and document control duties

*The candidate for the position of Program Assistant shall have at a minimum the following qualifications:*

# Qualifications:

* + Bachelor’s Degree Required
  + At least two-years of work experience in a field related to conflict resolution
  + Previous administrative experience, preferably working with international organizations and/or civil society organizations
  + Strong communication and logistical skills, with a demonstrated track record for working effectively as a part of a team
  + Strong oral and written communication skills
  + Fluency in English and proficiency in Arabic and/or French preferred

**Why Join us?**

As the program assistant, you will have a unique opportunity to make a meaningful impact on the Empower CommUNITY program and the diverse communities we serve. Your efforts will directly contribute to the program's success and help drive positive change, fostering empowerment and collaboration among community members. In addition to this impactful work, you will be part of a small but growing organization that values innovation, teamwork, and personal development. Our collaborative environment encourages creativity and the sharing of ideas, allowing you to contribute significantly to our mission while also growing professionally. Join us in shaping the future of community engagement and empowerment! Transformative Peace is committed to equity, diversity, and inclusion in the workplace.

**Where to submit:**

Please send your resume and cover letter to [contact@transformativepeace.com](mailto:contact@transformativepeace.com). Please put the name of the position in the subject line. For more information about Transformative peace, please visit: www.transformativepeace.com