



Position Title	Program Assistant
Type	Part Time
Status	Volunteer / Internship
# of Opportunities	1
Locations	Remote and P2E Events throughout Kosovo

Play2EDUCATE Overview:

Play2EDUCATE (P2E) is a nonprofit organization / non-governmental organization (NGO) registered in the United States and Kosovo. P2E is based in Colorado, USA and Pristina, Kosovo. P2E cultivates positive relationship development among youth to promote tolerance and foster resilience focused on preventing religious, political, and ethnic extremism, conflict, and violence. More specific information on the organization and its programs can be found on the website (www.play2educate.org) or on our Facebook page (www.facebook.com/play2educate).

Position Description:

The Program Assistant is only open to individuals who have completed the Local Youth Peacebuilders program, with preference given to applicants who have facilitated multiple semesters. The Program Assistant will work directly with P2E staff and board members, namely the Executive Director, to aid in the implementation of organization programs. More specifically, the Program Assistant will schedule and attend meetings with the Executive Director; assist the Executive Director and Board Members with language (translation/interpretation); help oversee P2E event implementation; assist with volunteer coordination (i.e. arranging meetings, sending informative emails); and regularly update online program attendance trackers. It is expected that this position will require 5-7 hours a week: the normal breakdown of intern / volunteer hours will consist of 3-4 hours on Saturdays for Empowerment Through Play events (sites to be determined) and 2-3 (flexible) hours per week working on other tasks remotely. The total number of hours per week or their division between tasks may vary based on program or event schedules and/or unforeseen circumstances.

Responsibilities may include but are not limited to:

- Scheduling meetings on behalf of the Executive Director or Board Members
- Attending meetings with the Executive Director or Board Members to assist with language and note taking
- Arrange volunteer meetings and events
- Assist with facilitator training logistics and coordination (i.e. distributing materials, giving feedback, providing experienced insights, etc.)
- Assist with Empowerment Through Play session coordination (i.e. monitor groups, assist with challenging group dynamics, ensure equipment flow, address participant/volunteer questions, etc.)
- Update program / event online attendance trackers weekly
- Serve on at least one of P2E's Committees
- Attend (bi)weekly supervision meetings, committee meetings, and other meetings as required by the Executive Director and/or Supervisor

Qualifications:

Required

- Have completed P2E's Local Youth Peacebuilders program within the last two years
- English and Albanian written and verbal proficiency at a B2/C1 or higher
- Computer proficiency with email, Microsoft Office products, GoogleDrive products, scheduling and calendar management
- A strong interest in and personal alignment with P2E's programs, mission, vision, and values
- A strong interest in sports/games, conflict resolution, cross-cultural dialogue, preventing radicalization/extremism, reconciliation, and integration
- Flexible and adaptable to change as this newly created position grows and evolves
- Self-motivated and an independent worker

Preferred

- Fluency in written and spoken Serbian
- Two or more programs facilitated with P2E
- Professional experience in program / event coordination, NGO management, translation/interpretation, event
- Experience coordinating volunteers and working with youth ages 14-18

Work Environment:

The intern / volunteer will perform the majority of work on-site at P2E events throughout Kosovo, while the remaining portion of the work will be conducted remotely and communication with supervisors and colleagues will be conducted via online communication and sharing tools such as GoogleDrive, DropBox, Skype, email, messenger applications, etc. There will be regular live video calls with the Executive Director, Supervisor(s), and/or other staff members for supervision and collaboration.

Benefits of this Volunteer Opportunity:

The Program Assistant will gain experience and skills related to program management (including initiation, implementation, and closure), volunteer coordination, partnership management, data tracking, and language assistance. Additionally, the intern will gain insights into how a grassroots nonprofit / NGO operates on a daily basis at different structural levels, while being able to contribute to the development and sustainability of the organization. The intern / volunteer will also gain further experience working on an international team in a multilingual, but primarily English-speaking, atmosphere and in a primarily remote (online) work environment. In addition to an excellent addition to any resume / CV, the intern / volunteer will have the prospect of growing their professional network through our local and international contacts. Most importantly, the intern / volunteer will be part of a grassroots opportunity to contribute to the development of a global NGO, while helping program locations to achieve a safe and secure environment.

This position is an unpaid internship / volunteer position; however, P2E can and does coordinate with academic institutions and projects to provide academic credit (i.e. RIT-K / AUK Co-op; TLP, PHS). If you would like to obtain academic credit via this internship / volunteer position, please inform us in your application.

During the internship / volunteer period, Play2EDUCATE will provide reimbursement for any reasonable out-of-pocket expenses that are incurred when performing authorized tasks associated within this role. We do this to ensure that interns / volunteers are not financially disadvantaged as a result of their position with us. These payments are not remuneration or wages; therefore, prior approval from the Executive Director or a Supervisor is always needed, and receipts must always be provided to the Supervisor. We may sometimes provide other benefits as part of this role (examples include training, free food/beverages, or clothing). Where this occurs, it is on a gratuitous basis at the discretion of P2E and is not payment in lieu of salary.

Application Process:

- Submit a current resume / CV and Cover Letter to us via email: info@play2educate.org with “Program Assistant” in the subject line.
- We will reply to you with acknowledgement of receipt of your application documents. Please give us up to three business days to send the acknowledgement email. If you do not hear from us after three business days, you may send us an email inquiry about receipt of your application.
- After the application deadline, qualifying applicants will be contacted by a Play2EDUCATE Staff or Board Member for a short interview.
- **Application deadline: 02 March 2020**
- **Targeted start date: 09 March 2020**
- **Position duration: Four months (includes multiple P2E programs)**