**WNY Peace Center Executive Director Job Description**

The WNY Peace Center seeks a highly motivated person who is passionate about peace and social justice issues as described in the WNYPC mission statement: “Peace Through Justice at Home and Abroad.”

The WNY Peace Center is a nonprofit, member driven organization founded in 1967. Our nine taskforces focus on particular issue areas and we stress the interconnectedness of our issues, uniting the Struggles, the Visions, and the Movement. We provide many opportunities to learn about, reflect, and act constructively to address issues of concern to our membership. As a force for progressive change, the WNY Peace Center serves as an incubator for new ideas, promotes activism, and strives to increase communication and collaboration growing the Beloved Community. We seek to defend the sacred – People and the Planet – through Unarmed Truth and Unconditional Love; Moral Integrity and Universal Solidarity.

**Qualifications**

-Candidates should be steeped in peace and justice principles and shared learning, with good communication and computer skills, and a cooperative spirit. Weekend and evening hours are frequent. Experience in the non-profit sector and/or community organizing is preferred.

- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed action and initiative are important.

- Bachelors or equivalent experience required.

- Working knowledge needed of Microsoft Office, WordPress, QuickBooks, Social Media platforms.

- Working knowledge of progressive community and social justice framework(s) in WNY is also wanted.

- Effective written and verbal communication skills are crucial.

**Duties include:**

--Working cooperatively and communicating with the staff, board, taskforces, committees, members, interns/students, allies and the general public;

-- Composing and circulating media and publicity outreach, including press releases, media advisories and follow-up;

--Overseeing/assisting – along with staff, Board members and other volunteers – in financial planning, budgeting, and management; membership; communications, personnel, board nominations;

--Planning and promoting WNYPC’s Annual Dinner (usually in November) and other fundraising endeavors;

--Participating in designing, publicizing and implementing strategic campaigns;

--Planning, publicizing and facilitating meetings, panels/speakers, fundraisers, rallies, marches, and other events;

-- Fundraising through grant-writing, membership appeals and events; etc.

--Conducting research on legislation, grants, social issues and potential services;

--Assisting in outreach and collaborative work with other peace and justice organizations;

--Supervising, developing, evaluating, and assisting the staff (Office Manager, Assistant, Interns, and/or any other employees and volunteers as needed).

**Approximately 20 hours/week (good room for growth!) at $20/hour.**

**Please submit resume and cover letter to director@wnypeace.org**

**Application deadline: Friday March 12th at 5pm**