The Institute for Economics & Peace (IEP) is an independent, non-partisan, non-profit research institute dedicated to shifting the world’s focus to peace as a positive, tangible and achievable measure of human well-being and progress. We do this by developing data-driven peace indices, insights and frameworks that enable communities, governments and civil society organizations to help build peacefulness locally and at a national level.

The Program Coordinator role is an exciting opportunity to support the growth of IEP’s Positive Peace framework being adopted globally by a range of multilateral, government, education and civil society organisations. Reporting to the Program Manager you will support IEP’s growth through a range of existing programs and new opportunities. You are interested in global affairs and driven by positive social change. You are interested in developing your experience as a facilitator, educator, and presenter. You are well organised and able to manage a range of systems and processes. You are able to directly manage and develop relationships with partner organisation. Your written communication skills are well developed. Training or experience in grant and proposal preparation, education or facilitation are desirable. Graduates interested in a career in for purpose organisations are encouraged to apply.

Position Title: Program coordinator – Institute for Economics and Peace
Position type: Full time - ongoing
Position hours: Monday to Friday - 9am to 5:30 pm – The position requires some flexibility due to the global and fluctuating nature of service delivery.
Remuneration: Negotiable dependant on industry experience
Location: Working from the Head-office of the Institute for Economics and Peace (IEP), Level 4, 205 Pacific Highway, St Leonards, New South Wales, Australia the applicants must have permanent residency or appropriate Visa.
Travel: Domestic and international travel may be a requirement of the position. Any travel requirements will be negotiated with the employee.
Summary: Working with the Partnerships Portfolio you will deliver global activation of IEP’s Positive Peace program.

Details
The Institute for Economics and Peace (IEP) has developed the Positive Peace Framework based on researching the most peaceful countries as identified by our Global Peace Index. IEP has expanded beyond its core function as a Global Think tank producing metrics for peace to activating the Positive Peace framework. We are achieving this through a number of modalities:

1. IEP Ambassadors program;
2. Delivering Positive Peace workshops and programs in partnership with other organisations;
3. Presentations and discussions to various forums both online and in person;
4. Communicating Positive Peace through a range of channels;
5. Inclusion of IEP content in academic and professional development programs; and
The success of these modalities is reliant on effective project management, partnership development, communication, and collaboration.

The demand for Positive Peace activation is increasing and this position is designed to service, and further develop this global uptake of the Positive Peace framework.

**Duties and Responsibilities**

1. Partnership development and coordination
2. Preparation of proposals and grants applications for partners and donors
3. Developing and maintaining partnership administration systems and practice
4. Partnership event management
5. Coordinate the IEP Ambassador program
6. Coordinate the IEP Ambassador community of practice
7. IEP Ambassador event management
8. Communications in support of the Partnerships portfolio
9. Content development and management inclusive of but not limited to: collateral, training aids, reports, newsletters, presentations, web sites, social media and other content needs
10. Coordination and assisting facilitation of Positive Peace workshops
11. Identifying and securing event opportunities inclusive of conferences, symposiums, forums, labs, round-tables with an emphasis on sourcing strategic and large events
12. Identifying and supporting the development funding opportunities and grant applications
13. Identifying and supporting other growth potential such as sponsorship, monetising programs, commercial partnerships.
14. Monitoring and evaluation, including impact assessment of workshops and programs
15. Research relevant to Positive Peace activation modalities
16. Support of the Partnerships Intern program
17. Other management and administrative duties in relation to partnerships

**Residency requirements**

Required to have permanent residency or an appropriate Visa.

**Applications**

Please submit your application by Friday 22nd July 2022 @ 5:00 PM AEST, including your resumé and a one-page cover letter. If you have any further questions about this vacancy please contact IEP via [jobs@economicsandpeace.org](mailto:jobs@economicsandpeace.org) IEP reserves the right to interview and appoint candidates prior to the advertised closing date.

Charles Allen  
Director of Partnerships  
Institute for Economics and Peace