



The TRUST Network is an impact affiliation that builds upon skills of the partner organizations, individual members, and local TRUST designated affiliates. The TRUST Network brings together experienced organizations in the field of peace-making, social justice and democratic engagement. The Position will be supported with coordination, guidance and mentoring with the designated representative of each of the three Convening partners (PERUSA, MBBI & NAFCM).

TRUST Network Manager

Scope of Fit

1. A hope-filled outlook and an ability to engage with a wide variety of people in different time zones
2. Able to balance working independently and as part of a team
3. Approaches relationships with a listen and learn perspective.
4. Communicates clearly and respectfully with colleagues in identifying and resolving conflicts.
5. Enthusiasm and commitment to the TRUST Network's mission and vision
6. Establishes working relationships with colleagues.
7. Excellent verbal and oral communication skills (written samples required)
8. Familiarity with peacebuilding, democratic engagement, and social justice.
9. Maintains curiosity with respect to tasks to be performed.
10. Maintains flexibility with respect to hours.
11. Participates in conference calls and other meetings as scheduled.
12. Project management experience is required
13. Strong computer skills, including Microsoft Suite (Word, Excel, PowerPoint, Publisher), Adobe, Canva and online meeting/communication (for e.g., slack) and file-sharing software (Google docs)

Scope of Form

The overarching responsibilities of this role are:

- A. TRUST Network activities are coordinated in a manner that is experienced as supportive by those involved, leads to effective development, implementation of the activities in a manner that fits the TRUST Networks Strategic plan.
- B. The focus of the coordinated activities is to impact national efforts through national and local connections that intersect with the national work in conjunction with the three convening entities: PERUSA, MBBI & NAFCM.

C. To coordinate the development of training events and communications that increase the awareness of the TRUST Network and enhances the capability of TRUST Network Partners and Members.

D. Scope Funding opportunities and contribute to funding proposals.

Scope of Function

Coordinate Members' Engagement

- Serve as the primary contact and liaison with partner organizations, and leadership of the TRUST Network.
- Develop and maintain connections with relevant staff and leadership of partner organizations.
- Coordinate with partner organizations to increase their knowledge of the TRUST Network; share information, updates, and sign-ups on the website.

Support the Co-conveners

- Support the three conveners in identifying and developing partnerships with other US entities and networks.
- Function as a member of the leadership team of the TRUST Network, and coordinate as needed with MBBI, NAFCM and PIRUSA.

Communications and Training

- Support the development and coordination of training for members.

Funding and Proposals

- Identify potential funding opportunities and support proposal development activities.

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Early Warning Coordinator

Scope of Fit

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and Members.

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Scope of Function

Developing protocol and processes to track emerging and current hot spots

- Develop well anchored and researched protocol for the rubric to be used to track emerging threats in existing and emerging hot spots
- Refine media monitoring methodologies
- Explore and develop technology Improvements, which will potentially include creating a real-time mapping tool/capacity (e.g., Caltopo, Google Maps), and developing an app for use by field monitors to submit reports

Maintain the functionality and use of the Slack or similar types of platforms for the TRUST Network

- Maintain interface with Trust Network (TN) in Slack
- Issue new training materials as needed
- Hold training session(s) on new methods as needed
- Update and maintain Twitter lists
- Recruit a stable team of media monitors, building on the existing pool, especially focusing on contentious, predictable events, setting up timetable/shift rotation to help ensure we have media monitoring coverage on Friday and Saturday evenings especially, with standby monitors also available for most other weekday & Sunday evenings
- Coordinate use of the Slack Channel per protocols established in collaboration with EW Coordinator.

Connect with and support National and Local partner of the TRUST Network

- Work closely with on-ground peacemakers and local TRUST designated convening centers including the Community Mediation Centers, Peace Teams to provide real-time reporting for situational awareness
- Conduct training sessions in media monitoring for selected groups as required/requested
- Provide real time situational awareness remote support for on-ground peacemakers (including violence interrupters) via Signal channels
- Contribute to wider growth and development of Trust Network, including the creation of Trust Networks for specific states, commonwealths, territories, and districts that comprise the United States of America.