

Service Opportunity Data Sheet

Mennonite Voluntary Service



Jubilee North – Rochester NY

Position Title: Program Assistant

Organization/Agency Name: MK Gandhi Institute for Nonviolence

Interfaith Chapel
500 Joseph C Wilson Blvd
PO Box 270501
Rochester, New York 14627
585-276-3787
www.gandhiinstitute.org

The Agency

This nonprofit group works to realize the vision of the historic peacemaker by helping individuals and communities develop the inner resources and practical skill needed to achieve a nonviolent, sustainable and just world. Located at the University of Rochester since 2007, the organization works with other groups and with students in three areas:

Nonviolence Education - offer lectures, workshops and courses on developing a lived practice of nonviolence, including mindful communication, sustainable living and restorative practices.

Sustainability and Social Justice through Food - create and support community projects to educate and improve health through planting community gardens, contributing to urban agriculture policy and projects for the city, and organizing community-wide events related to food and hunger.

Social Justice and Nonviolence through Restorative Justice- foster a grassroots movement to use alternatives to punishment and incarceration, making Rochester "the most restorative city" in the US through a project called Restorative Rochester. Working with community volunteers, students and local organizations, to create and support existing restorative work in area courts and to have restorative justice learned and practiced in area schools, colleges and neighborhoods.

The Job

Assist executive director and program coordinator.

Responsibilities will be split between designated program work and basic administrative support, including routine office tasks. Program designation will depend on applicant's interests and background as well as organizational needs, but will include assistance with public presentations and trainings, fundraising/marketing, web and social media tasks, and special event coordination.

Training will include restorative circles training, nonviolent communication training, and other learning opportunities as they present themselves throughout the year.

Occasional evening and weekend work will be requested, full-time preferred.

The Qualifications

BA or higher or equivalent training/experience in social work, peace & justice studies, conflict transformation, and/or youth services

Excellent communication skills, both written and oral

Strong organizational skills

Ability to work independently and collaboratively

Commitment to philosophy of nonviolence (or commitment to learn more about it)

Valid driver's license preferred

Program evaluation training/experience a plus

For more details on the Rochester MVS unit, contact Roger Kurtz at 585-831-6724.

To apply for this or other MVS positions, go to <http://service.mennonitemission.net> and choose "Mennonite Voluntary Service."