



Seeking a world free from violence and the threat of violence
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Alternatives to Violence Project (AVP) - MN Youth and Adult Program Coordinator

Reports To: Executive Director
Type: Part-Time / 20 hours a week; opportunity to facilitate youth workshops for additional weekend hours
Salary: \$23/hour
Benefits: Generous Paid Time Off (PTO) and vacation time. Mileage reimbursement. \$300 professional development funds. An incredible culture that encourages career growth and support.
Shift: A consistent schedule will be set, with flexibility for which days and times. Some hours may be worked remotely. Occasional nights and weekends will be required. Option to facilitate weekend AVP youth workshops.

ORGANIZATIONAL SUMMARY:

Friends for a NonViolent World (FNVW) works to promote and create peace and justice in our community by using the principles and practices of nonviolence to transform conflict and to address the root causes of violence. FNVW coordinates the Minnesota chapter of the Alternatives to Violence Project (AVP). AVP-MN offers life changing experiential workshops in nonviolence and conflict resolution inside prisons, in the community and virtually over Zoom. In the fall of 2023, we began coordinating community based AVP workshops for youth in Hennepin County. Additionally, FNVW produces the Everyday Nonviolence Podcast, organizes a week-long, intergenerational summer camp, and participates in coalition-based advocacy and educational efforts. As a community centered, volunteer-driven organization, we leverage the skills, strengths, and passions of our talented and dedicated volunteers to achieve our mission.

POSITION SUMMARY:

Friends for a NonViolent World seeks a passionate and motivated individual to join our organization as the Alternatives to Violence Project (AVP) - MN Youth and Adult Program Coordinator. This dynamic role is responsible for the overall coordination of AVP-MN's workshops and activities, working closely with the Executive Director and AVP-MN Council to expand the capacity and impact of our AVP program. The person in this position will receive AVP facilitator training through participation in AVP workshops and is encouraged to co-facilitate youth workshops as a part of their role.

The ideal candidate enjoys launching new initiatives, is skilled at organizing resources and people to make a positive impact, and cares deeply about the well-being of our community. They will possess a unique blend of relationship-building skills, strategic thinking, attention to detail and creative follow through.

As the AVP-MN Youth and Adult Program Coordinator, you will have the opportunity to develop your own nonviolence skills while directly influencing the lives of young people, incarcerated individuals, and anyone seeking new ways to handle anger, deal with conflict, and develop healthy relationships. FNVW is eager to hire that special person who can build on our long standing AVP program and help realize its potential for growth in this moment when community-based violence prevention and trauma healing work is so critically needed. This position is contract funded through December 2024 with plans to renew funding for 2025.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Initiate and cultivate youth workshop offerings by reaching out to schools, school districts and youth programs, as well as places of worship, youth shelters and other groups to engage our services.
- Work closely with the AVP-MN Council and FNVW staff to develop and support a team of facilitators to lead workshops for youth.
- Coordinate in-person workshops for adults offered at various sites including prisons, jails, community centers, residential communities, and places of worship.
- Work closely with the AVP-MN Council and FNVW staff to support and expand our team of adult workshop facilitators.
- Support online workshop offerings.
- Collaborate with Executive Director to ensure AVP facilitator's successes, concerns, and challenges are noted and responded to as needed.
- Contribute to a strong and supportive organizational environment rooted in nonviolence, equity, inclusion, collaboration, and teamwork.
- Manage daily functions of workshop registrations, cancellations, payments, and associated communications with partner organizations, workshop participants and AVP facilitators.
- Work closely with partners and AVP facilitators to invite and encourage youth to participate in workshops.
- Coordinate case management of youth workshop participants, ensuring accurate and professional documentation within FNVW's database system.
- Develop and implement case management outcomes and ongoing engagement strategies for youth workshop participants and facilitators.
- Ensure workshop facilitators have the resources and training necessary to participate in program evaluation.
- Assess the impact of AVP workshops by analyzing participant evaluations and data provided by partner organizations.
- Secure the use of off-site facilities for AVP workshops and events.
- Coordinate transportation for youth workshop facilitators and youth workshop participants, as needed.
- Maintain accurate and organized program records.
- Maintain absolute confidentiality of work-related records and participant information.
- Assist with promoting the AVP program and publicizing workshop opportunities.
- Manage voicemail, email, mail, and phone communications for AVP-MN.

- Assist with managing current public funding contracts and grants, ensuring timely delivery of proposals, contract addendums, budgets, reports, and information requested for site visits.
- Stay abreast of public funding opportunities with an eye to funding that supports current or related AVP programming and work collaboratively with the Executive Director and others to respond to funding opportunities.
- Other duties as assigned.

POSITION QUALIFICATIONS:

- High school diploma or equivalent required.
- Commitment to nonviolence as a personal ethic and a force for social change.
- Outstanding interpersonal skills and an ability to work effectively as part of a team.
- Ability to initiate conversations with community members about their stories, interests, strengths, and challenges.
- Demonstrated experience working within diverse communities, which include people of various ages, genders, sexual orientations, national origins, income levels, ability levels, religious affiliations, races, cultures, and languages.
- Self-motivated and independent problem solver.
- Ability to work well under pressure and manage sensitive or controversial subjects with tact, kindness, and professionalism.
- Ability to balance multiple tasks with excellent time management skills.
- Ability to track goal progress and meet deadlines.
- Excellent organizational and oral/written communication skills.
- Strong computer skills. Experience with M365 and Windows-based applications preferred.
- Record keeping and database management skills.
- Experience working with youth highly preferred.
- Previous experience working with volunteers, and/or experience volunteering is desired.
- Experience with grant management is preferred, grant-writing experience is a plus.

HOW TO APPLY

FNVW is a Quaker-inspired organization that welcomes people from all faith practices as well as individuals with no religious orientation. We strongly encourage applications from individuals who identify as BIPOC, Indigenous or people of culture, LGBTQI+ and gender fluid or gender nonconforming, people from working class backgrounds, individuals with disabilities (both seen and unseen), veterans, people of any age or family status and others who are members of marginalized communities.

For best consideration, please submit your cover letter and resume to info@fnvw.org by July 7th.

The cover letter can be included in the body of the email or as a separate attachment.

Review of resumes will begin right away but interviewing will not take place before this date. We will continue to review applications after this date and the role will be posted until filled.

FNVW is dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.