Interreligious Council (IRC) Development Officer

Position Overview
The Interreligious Council (IRC) Development Officer works as a member of *Religions for Peace* office and reports to the Secretary General and/or Deputy and Assistant SG. The IRC Development Officer will collaborate in the implementation of the global IRC development strategy aimed at strengthening the organizational capacities of IRCs at the national, regional and international levels. The Officer will also be responsible for a broad and complex set of assignments related to the day-to-day coordination and administration of the Office of Secretary General. This position requires strong managerial and administrative skills and multi-cultural sensitivity.

Responsibilities include but are not limited to the following:

COMMUNICATIONS & REPRESENTATION
- Support the Office of the Secretary General with all communications, representational functions, as well as coordination and outreach to diverse members of the *Religions for Peace* movement, as well as to/with non-*Religions for Peace* institutional partners.
- Support in developing and managing a database system of *Religions for Peace* IRCs.
- Provide oversight to collating and systematizing documentation and media relevant information about *Religions for Peace*’s interreligious collaboration approach in general, and IRC work, in particular.
- Support movement-wide coordination including through the creation, implementation and tracking of affiliation Agreements, Memoranda/Letters of Understanding; Guidelines, Code of Conduct, Meetings, and more.
- Assist in the general development and distribution of reports, press releases, newsletters, pertinent to the movement.

COORDINATION
- Help organize international events, conferences, and webinars for the *Religions for Peace* movement (technical/logistical issues, corresponding with participants, and coordinating and processing payments for interpreters, etc.).
- Oversee coordination of the Office of the Secretary General's outreach with Staff and diverse units/offices in the New York secretariat;
- Provide support to the management of Agendas pertinent to the SG Office (includes scheduling: booking meetings with IRCs, and external meetings (including travel and logistics).
- Oversee implementation of NeonCRM database of IRCs, and ensure staff are trained in and capable of managing the CRM system.
- Other duties that may be identified by the Secretary General.

Qualifications
- Graduate (Master’s) degree in the social sciences or a relevant field.
- Experience working in a non-profit or faith-based organization
- Strong organizational/planning skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail, often under pressure.
- Strong communication, written and interpersonal skills
- Highly resourceful team-player, with the ability to also be extremely effective independently, and with multi-cultural/multi-religious sensitivity.
- Proficient in Microsoft Office, Adobe Acrobat, Zoom, and Social Media web platforms
- Familiarity with CRM systems, such as NeonCRM, is a plus
- English fluency is required. Language skills or fluency in Spanish, French or Arabic is a plus.