



**WFWP**  
WOMEN'S FEDERATION  
FOR WORLD PEACE USA

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### **Global Women's Peace Network USA (GWPN USA) National Assistant**

Women's Federation for World Peace, Inc. (WFWP USA) is a not for profit organization headquartered in New York City. WFWP USA unites women leaders in the cause of promoting peace and reconciliation. We are the pioneers in education on Leadership of the Heart. We are empowering women to discover their unique value to create a culture of heart in order to bring lasting peace as one family under God.

WFWP has an immediate need for a GWPN National Assistant who is conscientious, hardworking, and dedicated. They must be able to fulfill the necessary duties to work with the WFWP USA President and Outreach Director to expand and develop the Global Women's Peace Network, a project of WFWP. The GWPN brings together leaders, organizations and governments to solve pressing social issues and secure an environment for equitable human development. Through peace leadership based on the feminine aspect of human nature, GWPN seeks to ensure lasting peace and prosperity for generations to come. More information about this project can be found at <https://www.wfwp.us/gwpn>

If you are interested, please email us at [info@wfwp.us](mailto:info@wfwp.us) to find out more and/or to submit your resume to apply.

**Reports to:** President & Outreach Director

**Location:** Flexible

**Full-time or Part-time:** Full-time

#### **Responsibilities:**

- **GWPN National Development**
  - Administration, record keeping, and reporting
  - Communications with National GWPN Committee
  - Program production: Flyers, mailouts, program schedule, registration process, event tech, reporting, follow up, etc.
  - Assisting to develop the next steps of GWPN as discussions continue
  - Maintain and develop GWPN Domain for website and emails
- **GWPN Regional Development:**
  - Main point of contact for local GWPN representatives: reaching out to each individually, assisting with programs, questions, and requests
  - Collect activity reports, and keeping national team informed of regional activities
- **Maintain VIP Relationships, Database, and Membership:**
  - Assist President to stay in touch with former GWPN speakers
  - Make new connections and helping field contacts connect to national or international
  - Create and organize GWPN database

- Developing method for individuals to connect with GWPN
- **Global Friends**
  - Setup and Communications for New Applications
  - Maintain current Global Friend Agreements
  - Collaborating with National team to seek New Applications and Partnership Activities
  - Creating Materials and Promotions, for Outreach, Presentations, and Newsletter
  - Create Annual Summary of Global Friend activities

**Qualifications:**

- Educational background in International Relations, Political Economy, Peace & Security, or other related fields
- Interest in WFP's vision, mission, and work and ability to represent WFP in a professional manner
- Willing to travel if needed
- Proficient in the following programs: Microsoft Office (Word, Excel, and PowerPoint); Adobe Acrobat; Google (Gmail, Google Calendar, Google Docs, Google Sheets, Google Search)
- Basic knowledge in Adobe Illustrator, Adobe Photoshop, and Adobe InDesign is a plus but not required, knowledge of Canva also a plus
- Fluency in written and spoken English and experience editing or writing

**Desired Skills:**

- Strong ability to take initiative and highly self-motivated
- Quality focused with good communication and management skills
- Excellent interpersonal communication skills, including ability to communicate with VIPs in a professional manner
- Planning, organizing, managing multiple projects at the same time
- Attention to detail, accuracy, and excellent time management
- Flexibility, adaptability, critical thinking & professionalism
- Must be able to work in a team setting
- Graphic design skills a plus



# Global Women's Peace Network



“What I gained from the [GWPN] conference is that this is no longer dress rehearsal... and by being with this group of women I can see so many people in so many areas that are primed and ready to go.”

— Cynthia Myers

## ABOUT

The Global Women's Peace Network (GWPN) brings together leaders, organizations and governments to solve pressing social issues and secure an environment for equitable human development. Through peace leadership based on the feminine aspect of human nature, GWPN seeks to ensure lasting peace and prosperity for generations to come.

## AREAS OF IMPACT

### WOMEN'S LEADERSHIP

Peace culture calls for a new leadership paradigm: where masculine and feminine can harmonize and enhance each other's strengths, and provide a place for the rise of future leaders.

## FAMILY

As the most fundamental and natural unit in society, family is the place where love between husband and wife is shared, life is created, core values and culture is transmitted, and tools necessary for citizenship in a culture of peace are provided.

## ENVIRONMENT

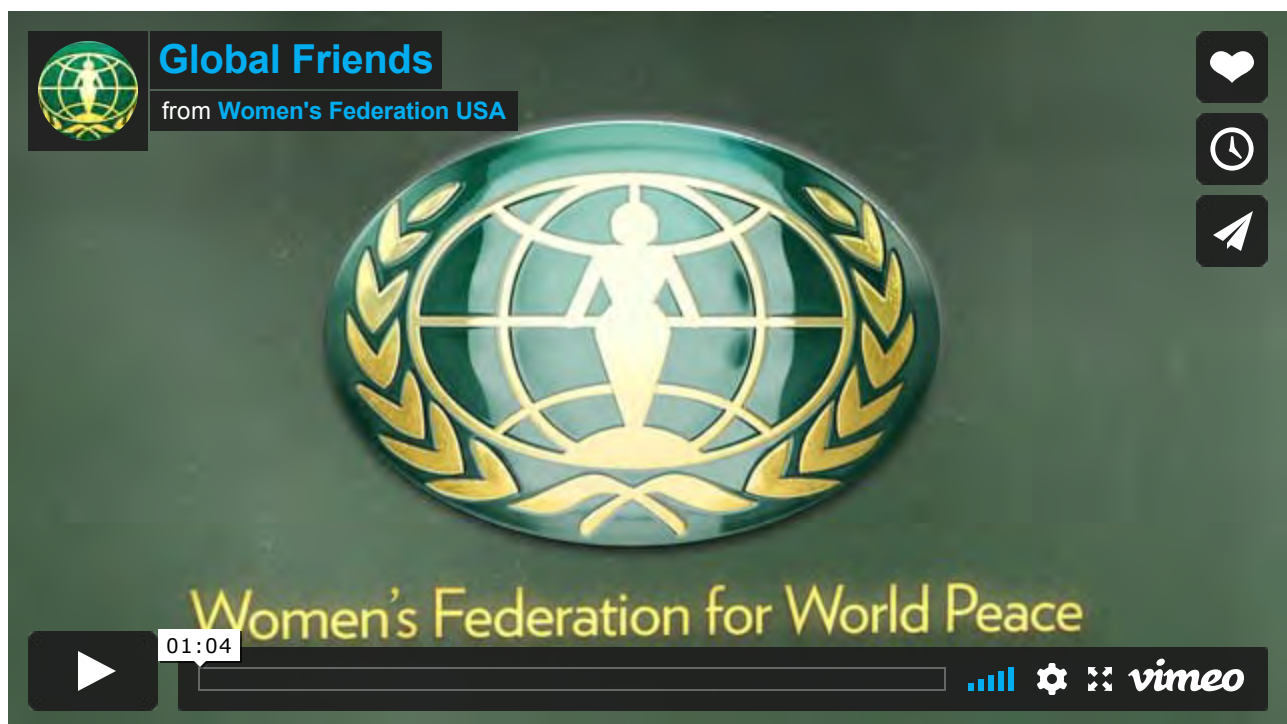
The earth is our home and belongs to humanity collectively, to be treated with respect and awe - and cultivated and shared with the intention to enhance/ develop it and protect it for future generations.

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## GLOBAL FRIENDS

Global Friends include organizations, companies, movements, shows, and trailblazing personalities who believe in and adhere to core peace tenets, and contribute to the goals of the Global Women's Peace Network by using their outlet to ensure lasting peace and prosperity for generations to come. Global friends are featured by the [Global Women's Peace Network](#) in the United States, which is a project of the Women's Federation for World Peace.

Showcase Your Organization By Becoming a Global Friend!



[Find Out More & Apply](#)

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## STAY CONNECTED

Stay informed of what's happening with the Global Women's Peace Network USA!

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