

**Job Description:
Incubator Fellow,
Kindred Credit Union Centre for Peace Advancement
Conrad Grebel University College**

The Kindred Credit Union Centre for Peace Advancement (CPA) advances expansive and innovative understandings and practices of peace locally and globally by promoting collaboration among its peace partners in ways that seek wisdom, nurture faith and serve church and society.

The Epp Peace Incubator Program supports peace-related start-up initiatives through mentorship, training opportunities, and seed funding in order to validate their concepts and secure sustainable funding to effect systemic change.

Profile of the Ideal Candidate

The CPA is looking for an individual from the peacebuilding world who is excited about learning more about social innovation to join us this Fall as our Incubator Fellow, starting on September 25, 2017.

You are known for your:

- Networking abilities
- Curiosity and listening skills
- Passion for peacebuilding and justice
- Ability to thrive when thrown into a new context
- Readiness to jump into projects at any step along the way
- A track record of seeing things through

Objectives

1. To support the Epp Peace Incubator program by:
 - i. Coordination of a mentorship circle
 - ii. Community animation
 - iii. Communications support
2. To engage with a range of peace entrepreneurs and explore future pathways for your own involvement in this new dimension of the peacebuilding field.



Specific Responsibilities and Tasks

Throughout the Incubator Fellow's placement, they will have contributed to the Incubator program by performing the following tasks:

1. Coordination of a mentorship circle
 - a. Coordinate two main mentorship events for Fall 2017
 - Mentor/incubator participant engagement event
 - Peace Fund advisory meeting
 - b. Plan and schedule the Winter 2017 Peace Innovators' Forum
2. Community animation
 - a. Exploring and testing a range of new ideas and activities to build community among Incubator participants (examples could include things like organizing stand up meetings and shared meals)
3. Communications support
 - a. Sparking impact story ideas on a weekly basis, and working with the CPA Communications Assistant to share these stories with the wider community
 - b. Support Incubator participants' efforts to communicate with external audiences

Accountability and Reporting

This role is accountable to the Director of the Kindred Credit Union Centre for Peace Advancement at Conrad Grebel University College. For specific responsibilities and tasks it will require a close working relationship with—and regular supervision by—the CPA Coordinator. The Director of Operations of the College is responsible to deal with matters related to contract, benefits, work space, and equipment.

Characteristics, Qualifications, and Expectations

1. Support for and understanding of the vision and mission of the Kindred Credit Union Centre for Peace Advancement.
2. Support for the identity and mission of Conrad Grebel University College.
3. Undergraduate and/or graduate courses in Peace and Conflict Studies, or another peace-related field.
4. Familiarity with social innovation concepts as well as the CPA's Incubator program.
5. Ability to work independently, prioritize, and time manage with minimal supervision.
6. Demonstrated ability to take initiative, recognizing and acting on opportunities as they arise.
7. Awareness of the CPA's network and natural stakeholder groups.
8. Excellent oral and written communication skills.
9. Creativity, good judgment, and critical thinking skills.
10. Excellent interpersonal and public relations skills, including the ability to work productively and collegially with a diverse group of Incubator participants.
11. Willingness to contribute to a hospitable and collegial climate for all members of the Grebel community.
12. Identifying a reflecting on learning objectives throughout the semester.

Compensation and Benefits

This is a 3-month internship position, which begins on September 25, 2017 and ends December 15, 2017. The salary is \$2,000 for 90 hours of work. We expect the Incubator Fellow to spread out their time evenly throughout the course of the semester (approx. 7.5 hours/week).

Context & Work Environment

Conrad Grebel University College is affiliated with, and is situated on the campus of, the University of Waterloo and is home to the Theological Studies, Music and Peace and Conflict Studies departments. Grebel also has a residence which houses 142 Waterloo students a term in a dynamic community.

The Kindred Credit Union Centre for Peace Advancement is home to a variety of [participants](#) involved in the work of advancing peace. CPA participants include University of Waterloo faculty and Masters students, as well as peace-oriented entrepreneurs and established organizations from the region's vibrant peacebuilding field. Participants in the CPA recognize the value of collaborative, inter-disciplinary, and multi-sector approaches to the advancement of peace.

The Incubator Fellow will be working in our Incubator space, surrounded by social innovators and peacebuilders. The environment is collaborative, bright, and friendly. Your desk will be in an open room.