

Emma Swan

Email: emmalswan@hotmail.com

Countries of Work Experience: Palestine, India, Sierra Leone, Cambodia, Belize and Vanuatu

Awards and Scholarships: 2013 Peace Research Grant from the IPRA Foundation, Canadian Social Sciences and Humanities Research Council (SSHRC) Joseph-Armand Bombardier Canada Graduate Scholarship, Canadian Federation of University Women Scholarship, Langara Peace Prize and the Shirley Case Memorial Bursary.

Languages: English, Spanish, Bislama and Creole. I am currently learning Arabic.

Key Competencies and Skills:

- Strong interpersonal skills, with ability to relate respectfully in diverse cultural settings and to negotiate appropriately in complex environments; Excellent communication skills, both written and verbal
- Ability to work with range of agencies (Government, private sector, community-based) with diverse frames of reference and responsibilities
- High level of proficiency using applications in the Microsoft Office suite of programs such as Word and Excel to compile data and create reports.
- Strong conceptual understanding of development approaches which are relevant to cross-cultural settings and post-conflict environments including assessment of priorities, analytical gender lens, human security approach to development, development of trusting and respectful partnerships and support for implementation of diverse logistical, research and social development activities
- Experience in conducting qualitative and quantitative research
- Undertake needs analysis through primary and secondary data, meet with regional and local stakeholders
- Conduct community consultation
- Write brief and draft reports
- Skilled researcher, policy analyst, trainer, public speaker, advocate regarding gender

Education:

Master of Arts in Human Security and Peacebuilding - Royal Roads University 2012-2014

- Area of focus - gender, development and peacebuilding through a human security lens
- Emphasis on gender dimensions in peacebuilding particularly in the Middle East

Arts Degree in Peace and Conflict (Distinction) - Langara College

2009-2012

- Area of focus - gender equality and community development with an emphasis on women's role in grassroots peacebuilding and capacity building.

TEFL Diploma - Marvel College

2003-2004

Work Experience:

Director, Women and Peace Program

International Women's Rights Project

Victoria, Canada

February 2014- Current

- Develop on-line course on Women and Peacebuilding
- Provide research, writing and editing for IWRP publications

Internship

UN Women

New Delhi, India

April 2013- Sept 2013

- Compose a working paper on costing/implementing National Action Plan on UNSCR 1325
- Provide research and support for drafting India's National Action Plan on UNSCR 1325
- Editorial support- profile projects in Women Peace and Security.
- Assist in designing and writing annual report
- Media outreach- press releases, media packages, press conferences, interviews & writing op-eds
- M&E workshop- focus on gender specific indicators and engendering project design

Grant Distribution

Lush Cosmetics Charity Pot Program

Vancouver, Canada

April 2012- March 2013

- Manage administrative tasks
- Created a five-year gender empowerment youth strategy plan for Charity Pot program.
- Research and interview potential Charity Pot partners worldwide and submit reports nominating worthy organizations to receive grants
- Distribute approximately 1 million dollars annually in grants to small-scale grassroots organizations working to promote human rights, environmental conservation or animal rights.
- Liaise with NGOs and local organizations on behalf of the program.

Director and Founder of Karama Library Project

Karama Women's and Children's Centre

West Bank, Palestine

February 2011 - Current

- Conducted needs assessment, liaised with team of local NGO's -ensure cultural relevancy
- Program design, logical frameworks, results based frameworks and evaluation plans
- Developed comprehensive fundraising strategy involving foundation grants, corporate contributions, and individual donor programs. Organized/executed multiple fundraisers.
- Designed financial protocols and procedures to control costs and monitor disbursements.
- Manage/coordinate team of international volunteers and local women to run the library.
- Translated goals into operating plan with clear benchmarks and annual objectives.

- Identified partnership opportunities
- Build and maintain partnership networks.

Program Coordinator

Mt Pleasant Community Centre

Vancouver, Canada

April 2012 – April 2013

- Developed a strengths based approach to instruct rock climbing to at-risk-youth.
- Collaborate with Vancouver Aboriginal Friendship Centre Society (VAFCS) and Vancouver Coastal Health Mental Health and Addictions to assist in the personal development and growth for a disadvantaged and struggling population

Instructor and Program Developer

Rhema Preparatory School

Thunder Hill, Sierra Leone

January 2009 - June 2009

- Inaugurated weekly truth telling sessions for community members
- Prepared English, Math, Science and Art lessons for children in grades 1 to 6.
- Organized/delivered non-violent conflict resolution workshops
- Conducting innovative, qualitative research for a report commissioned by an agency responsible for DDR of female child soldiers highlighting difficulties and shortfalls of DDR, pertaining particularly to issues of gender exclusion

Teacher and Activity Coordinator

Centre for Children's Happiness

Phnom Penh, Cambodia

April 2006 - July 2006

- Taught basic literacy skills as well as organized weekly outings

Translator and Social Worker

Lenakel Hospital

Tanna, Vanuatu

August 2004 - December 2004

January 2002 – January 2003

- Translator for patients and the families of the patients.
- Communicated aftercare and homecare that patients required upon discharge