



Peace Development Fund Summer Internship

Timeline:

The position will begin on June 1st and conclude on the last day of August. New interns will participate in an orientation with PDF staff to help familiarize them with PDF's mission, history and programs.

Interns will work 15-20 hours per week. There is an opportunity to extend this internship into the fall. Interns are not expected to work on PDF recognized holidays.

Interns will be expected to attend a weekly remote meeting with all other interns and PDF staff to check in on workplans. Interns will be directly supervised by a PDF staff member. Interns are encouraged to come into the office and will need to attend the orientation in person.

Position Summary and Responsibilities:

Interns will work collaboratively with other interns and with PDF staff to support PDF's program responsibilities. Internship workplans will be developed to best fulfill both PDF's programmatic needs and the interests of interns.

Our summer interns will work primarily in the communications sphere on things like; maintaining an active social media presence, website updates, promotional materials, and blog posts.

Other internship responsibilities will be determined as needed and could include working on: fundraising and donor communications, research, and administrative tasks.

Interns will work in collaborative learning groups with other interns to support each other through the grant application evaluation process and to hold each other accountable to their work. Learning objectives are identified in a collaborative process between staff and interns.

Interns will have the opportunity to attend webinar trainings and PDF Peace Talk events that align with their identified learning objectives.

Please send resumes to Sophia Trifone at sophia@peacefund.org