

Office of the Vice President of Peace | Internships

Overview

The Office of the Vice President (OVP) for Peace Programs oversees the programmatic and operational activities of the Conflict Resolution, Democracy, Human Rights, and Rule of Law programs. An internship in OVP provides an opportunity to explore many different areas of nonprofit work.

The intern will work closely with the OVP team, including the executive administrative assistant, senior program associate, and program assistant.

Number of Interns per Semester: 1

Key Responsibilities:

- Background research for external meetings and VP remarks.
- Assistance with event planning for peace programs team-building and subject matter events.
- Representing OVP in meetings and providing notes.
- Performing administrative tasks such as coordinating documents, creating meeting materials, creating program information sheets, and maintaining the OVP SharePoint site.
- Providing research and writing support for the implementation of peace programs' strategic priorities (i.e., climate, gender and inclusion, and locally led development).

Preferred Qualifications:

- Minimum GPA: 3.2
- Majors: All
- Ability to work in person at least 10 hours per week at the Carter Center
- Ability to work as part of a small, tight-knit team
- Interest in and/or experience working in a fast-paced environment with both multiple and shifting priorities
- Ability to manage time appropriately and work independently with little supervision, particularly with managing projects and deadlines as well as managing the hour requirements of the Carter Center Internship Program
- Strong interpersonal skills
- Proficiency in concise written communication
- Effective use of various communication channels (i.e., email and Teams) to provide timely updates on projects, deadlines, schedules, etc.