



## Overseas Operations | Internships

### Department Overview

As a strategic partner to all Carter Center global programs and departments, Overseas Operations (OO) enables excellence in program implementation by ensuring compliant, secure, and efficient operations. Through collaboration, OO enhances team performance, streamlines processes, and advances the Center's mission worldwide.

### Internship Overview

The Overseas Operations Intern will support the department's work by contributing to operational functions of the Carter Center's Peace and Health Programs globally. This internship is designed for individuals with an interest in international affairs and a desire to gain hands-on experience with the operational, logistical, and security-related factors that influence program success in diverse country contexts.

Number of Interns per Semester: 1

### Time Commitment

- 20–40 hours per week
- Schedule to be determined in coordination with the supervisor and based on academic requirements, if applicable
- This position is based in Atlanta and offers a hybrid work schedule, with at least two days per week working in the office.

### Key Responsibilities:

#### **Travel & Meeting Support**

- Assist with processing requests for passport renewals and visa applications.
- Support coordination and logistical planning for domestic and international meetings and events, including travel-related documentation and timelines.
- Assist with organizing meeting materials and tracking key logistical requirements as needed.

#### **Procurement & Logistics**

- Support the procurement team with receiving and processing incoming shipments for domestic and international distribution.
- Assist with repacking materials and merchandise for shipment.



- Compile and enter data to support maintenance of the Power BI database, helping internal clients track the status of requisitions.

### **Security Support**

- Assist with processing requests for security assessments of countries and venues related to travel, meetings, and events.
- Review assessment materials and provide concise summaries for leadership review.

### **Document Management**

- Assist with maintaining organized, secure, and accessible department records on Microsoft Teams and SharePoint.
- Support archiving duplicate or outdated documents in accordance with departmental guidelines.

### **General Support**

- Monitor and summarize relevant news and developments that may impact operations in countries where The Carter Center has offices or active programming.
- Provide general administrative and operational support to the Overseas Operations leadership team, including support related to meetings, events, and cross-departmental coordination, as needed.

### **Qualifications**

- Demonstrated interest in operations, supply chain management, global security, international affairs, global health, peacebuilding, or international development.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines in a collaborative environment.
- Strong written and interpersonal communication skills.
- Proficiency with Microsoft Office 365 applications; familiarity with Teams, SharePoint, or data management tools is a plus.



## Learning Objectives

By the end of the internship, the intern will be able to:

- Understand the end-to-end planning process for domestic and international meetings and events within a global nonprofit organization, including logistics, travel coordination, and risk considerations.
- Gain practical experience supporting meeting and event logistics, such as preparation of materials, coordination with internal stakeholders, and tracking operational requirements.
- Develop an understanding of how security assessments and country risk analyses inform planning and execution of international programs and activities.
- Learn how global travel processes, including passport renewals, visa applications, and travel documentation, support safe and compliant international operations.
- Gain exposure to global human resources considerations, including how staffing, duty of care, and compliance requirements intersect with travel, security, and overseas operations.
- Learn how procurement, shipping, and inventory processes support successful programs and department activities in domestic and international contexts.
- Strengthen professional skills in coordination, communication, documentation, and cross-functional collaboration across global teams.
- Build familiarity with operational systems and tools (e.g., Teams, SharePoint, Power BI) used to support large-scale, multi-country programming.