



Peace Operations Training Institute®

Study peace and humanitarian relief any place, any time

Institutional Relations Department Intern

Description: The Peace Operations Training Institute is a nonprofit organisation that develops and distributes online training materials on peace support, humanitarian relief, and security operations. We are based in Williamsburg, Virginia.

We seek an intern to provide administrative and clerical support to the Institutional Relations Department. This will entail customising letters, emails and PowerPoints, verifying and updating contact information, assisting with mailings, and working on various projects.

Institutional engagement is accomplished by publicising the worldwide distribution of our online training courses to various student populations through several outreach channels and maintaining contact with all current and potential institutional partners.

Data Entry

- Review partner websites and the Institute's partner webpages for accuracy and active links;
- Complete data entry of Institutional Partners' information;
- Update comprehensive lists of current institutional partnerships worldwide;
- Update inventory of customised platform elements for each partner webpage;
- Update partner or potential partner information lists and reports as needed;

Publicity

- Maintain, customise, and assist in the creation of promotional materials for national peacekeeping training centres and other partnerships;
- Review partner portals to ensure publicity tools are available and current;

Outreach

- Assist in outreach campaigns;
- Assist with fundraising initiatives;
- Outreach tasks include but is not limited to: the confirmation of potential and current contact information, the customisation of letters and emails, and the execution of all elements of sending out direct mail.

Other Tasks

- Assist with surveys sent to partners and missions;
- Assist with other special projects as needed.

The applicant should be proactive, an innovative thinker, self-motivated, dependable, flexible, comfortable taking direction, and comfortable working at a high volume when necessary. We are a small organisation, and all employees fill in as needed in response to changing needs.

Requirements:

- Recent graduate or student pursuit of a Bachelor's or Master's degree in International Studies, Political Science, Communications, Business, or a related field; or the equivalent combination of higher education and comparable skills;
- The ability to communicate effectively and professionally, both verbally and in writing;
- Strong command of Microsoft Office Suite (Excel, Mail Merge, OneNote, PowerPoint, and Word especially);
- Basic familiarity with Adobe Acrobat DC;
- Must be detail and goal-oriented with the ability to meet, implement, and exceed goals while ensuring alignment with the Institute;
- Willingness to learn about the Institute's programmes and unique line of services.

Highly desirable:

- Professional working proficiency in a second language;
- Lived, studied and have travelled abroad;
- Worked within an international environment and/or with individuals where English was not their first language;
- Prior experience working with an international nonprofit organisation or NGO.

This is a part-time position requiring 15-20 hours a week, and compensation will be \$20 an hour. The ideal candidate will work through the current semester and the summer. Extensions to the internship are possible. The work will be done remotely, with some in-person activities at our Williamsburg, VA office. We offer a flexible, friendly work environment and a unique opportunity to apply your talents to support peace operations training worldwide.

To apply, please write to employment@peaceopstraining.org with a cover letter and résumé. Review of applicants will begin immediately. Applicants received after 16 February 2022 will be accepted but considered only if needed.