



## Office of Strategic Partnerships & Intergovernmental Affairs (SPIGA)

### About the organization

The Peace Corps is an independent U.S. Government agency, founded by President John F. Kennedy in 1961. The Peace Corps Mission is to promote world peace and friendship by fulfilling three goals: To help the people of interested countries in meeting their need for trained men and women. To help promote a better understanding of Americans on the part of the peoples served. For more than five decades, Peace Corps Volunteers in 140 countries have demonstrated ingenuity, creativity, and grit to solve critical challenges alongside community leaders.

For more information about the Peace Corps, visit [www.peacecorps.gov](http://www.peacecorps.gov).

### About the Office

The Office of Strategic Partnerships and Intergovernmental Affairs (SPIGA) has a mission to coordinate and oversee the development and implementation of strategic partnerships and relationships to support the agency's three goals and enhance programs through every stage of the Volunteer life cycle. At the core of our mission is an emphasis on developing initiatives that support, enhance and sustain projects developed by Peace Corps volunteers in the field.

Strategic partnerships bring a variety of resources to the Agency, including placement opportunities for Volunteers, technical staff at headquarters, training resources at post, and career opportunities for returned Volunteers. Our office promotes, develops, and manages the Peace Corps' partnerships with U.S. Government agencies, international non-governmental organizations, multilateral institutions, and corporations. We work with global strategic partners, donors and collaborators to increase the reach and impact of Volunteers in the field in support of common goals and national initiatives, and to support Volunteers across a lifetime of service.

## Duties

Interns will support our office across a range of activities and projects that promote and maintain Peace Corps' strategic partnerships, both within the agency and externally. Applicants must be available for a minimum of 30/hours per week, and demonstrate strong attention to detail and the ability to manage multiple tasks and work independently in a fast-paced environment.

### Duties

Performs a variety of administrative duties as assigned in support of the SPIGA team and management of Peace Corps' strategic partnerships including, but not limited to:

- Writing draft emails, announcements, and promotional materials.
- Under supervision, draft, edit, review, and proofread a variety of informational and programmatic materials
- Generate responses to preliminary partnership inquiries
- Provide administrative support
- Assist in the review and distribution of program reports
- Review grant projects in Peace Corps grants database
- Maintain program files
- Assist with special projects as needed

## Qualifications

- Results-driven, detail-oriented
- Experience with MS Office products (Outlook, Word, Excel, PowerPoint)
- Demonstrated ability to manage multiple tasks and work independently
- Strong organizational skills including ability to prioritize and multi-task
- Experience working or volunteering overseas in intercultural environments a plus
- Demonstrated ability to be flexible and open to changing tasks and priorities
- Able to commit at least 30 hours/ week

## Salary

Unpaid

# Application instructions

Contact email: [partnerships@peacecorps.gov](mailto:partnerships@peacecorps.gov)

To apply, submit a resume, cover letter and 2 references to [partnerships@peacecorps.gov](mailto:partnerships@peacecorps.gov) using the subject line 'Application to SPIGA Internship'. Please indicate your proposed start and end dates and weekly time commitment in your cover letter and application. Applications for the following semesters are due as follows:

- Summer 2018: Apply by April 15, 2018
- Fall 2018: Apply by July 15, 2018
- Spring 2019: Apply by November 15, 2018

Internships are unpaid; however interns are eligible for WMATA transportation benefits to cover the cost of travel to and from Peace Corps headquarters each day. Internships will be full-time (40 hours per week).

## Equal Opportunity Employment

The posting employer has certified that this announcement complies with Peace Corps' Equal Opportunity Employment policy:

The Peace Corps is committed to providing equal opportunity to all employees, Volunteers, and applicants for employment and volunteer service. Peace Corps policy prohibits discrimination and harassment because of race, color, religion, sex, national origin, age (40 or over), disability, sexual orientation, gender identity, gender expression, marital status, parental status, political affiliation, union membership, genetic information, or history of participation in the Equal Employment Opportunity process, grievance procedure, or any authorized complaint procedure.