

Work Study Job Description

Job Title	Public Affairs Intern
Organization Name	Peace Corps
Job Location	Downtown Seattle
Address	1601 Fifth Avenue, Ste 605 Seattle WA 98101
Pay Rate	\$9.32 - \$10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Erin Carlson
Phone Number	206-239-6612
Email Address	ecarlson@peacecorps.gov
Website	www.peacecorps.gov

Nature of Organization

Peace Corps is an agency of the federal government devoted to world peace and friendship; sending volunteers to assist people in developing countries.

Duties and Responsibilities

- Marketing – create fliers and handouts, pull and manipulate mailing lists in Excel, post events on community calendars, post Peace Corps volunteer opportunities on online job banks, support regional social media initiatives
- Recruitment – manage prospect database, package outreach materials and kits, research local media/university contacts/community organizations to assist with recruitment campaign planning as needed
- Administrative – support as needed

Minimum Qualifications

- Excellent verbal and written communication skills
- Preferably a communications, marketing or related major
- Demonstrated proficiency working with MS Office
- Ability to work with a team and independently
- Creative, resourceful and takes initiative
- Ability to multitask
- Selected candidate will be required to pass a security check

Educational Benefits

This position offers a great degree of flexibility and can be further tailored to the intern's specific area of interest. Working for the Peace Corps provides a unique opportunity for a student to work at the local level to further Peace Corps' international goals.

How to Apply

Please submit your resume and cover letter directly to ecarlson@peacecorps.gov.

Job Number: 60PECO01 | Category: Arts & Media | Program: Federal | Reimbursement Rate: 60%