OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Public Affairs Intern
Organization Name	Peace Corps
Address	1601 Fifth Avenue, Ste 605 Seattle, WA 98101
Pay Rate	$9.14 - $10.00
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lisa White
Phone Number	206-239-6618
Email Address	lwhite2@peacecorps.gov
Website	www.peacecorps.gov
EIN	52-1240194

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 lwhite2@peacecorps.gov.

Job Number: 60PECO01 | Federal 60% | Open