OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

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
Media Relations assist with news media list maintenance, clipping and circulating news articles, tracking ad placements, managing info session tracking spreadsheet, generate PSAs and news releases from templates, upload news on blog and Twitter 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%