



## Internship Opportunities with PeaceTrees Vietnam

### **Organizational Profile:**

PeaceTrees Vietnam works to build a safe and successful future for children and families endangered by the legacy of the Vietnam War. In partnership with local communities in Vietnam, we remove explosives and return land to productive use, build schools and libraries to educate future generations, and advance economic development to ensure a prosperous tomorrow. Learn more online at: [www.peacetreesvietnam.org](http://www.peacetreesvietnam.org)

### **Internship Description:**

Internships at PeaceTrees offer students the opportunity to learn about careers in nonprofit and international humanitarian work. Working closely with staff, interns gain practical experience that allows them to develop skills in communication, social media, writing, research, fundraising, and cultural competency. These skills complement students' academic studies and the internship is designed with flexibility for students to pursue areas they are most interested in.

### **Intern Responsibilities**

The Development & Events Intern will support PeaceTrees Vietnam's Development and Fundraising efforts including individual giving, the annual luncheon, grant research, and year-end appeal. This is a fantastic opportunity for those interested in pursuing non-profit administration, philanthropy, or events management.

The intern will be expected to: (1) Assist with mailing, filing, data entry, and various administrative support for development and events, especially leading up to October Luncheon; (2) draft correspondence including thank you letters, responding to donor inquiries, and preparing funding requests; (3) research potential funding opportunities; (5) prepare memos to senior staff covering these topics and (6) assist in implementing a communications plan.

Specific deliverables during the internship will also include: (1) identifying, coordinating, and attending one outreach event; (2) interviewing one current donor, volunteer or board member; (3) an intern project based on interest and organizational need.

### **Time Commitment and Stipend:**

Interns commit between 10-15 hours of service each week (ideally on Tuesday, Wednesday, and/or Thursday), and internships must be completed prior to graduation. Internships are based in our downtown Seattle office which is located at 509 Olive Way, Seattle WA 98101. We strongly prefer interns who have availability to come into the office 2-3 times a week Monday-Thursday.

The PeaceTrees Vietnam Internship Program is offered on a quarterly basis with an option to extend depending on organizational need and student availability:

- Spring: April, May & June
- Summer: July, August & September



# PeaceTrees VietNam

Healing the Land • Building Community • Planting Futures

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Seattle, WA 98101  
206.441.6136

[www.peacetreesvietnam.org](http://www.peacetreesvietnam.org)

- Fall: October, November & December
- Winter: January, February & March

To offset and assist with living expenses such as food, transportation, and rent during the internship, PeaceTrees Volunteer Interns are offered a stipend of \$500 per quarter (\$250 paid after the first five weeks of the quarter and \$250 paid at the end of the 10-week quarter).

### **Eligibility and Desired Skills**

To be eligible for a PeaceTrees Internship, students must meet the following minimum requirements (along with position specific requirements):

- Currently an undergraduate enrolled in a course of study at an institution of higher learning, such as college, community college or vocational school
- Possess a minimum GPA of 3.0 for Sophomores, Juniors and Seniors
- Receiving school credit for the internship is strongly preferred

We are seeking interns who:

- Are able to synthesize complex ideas into clear written products
- Possess a high-level of professional and interpersonal skills
- Demonstrate excellent written and verbal communication skills
- Work cooperatively, foster team spirit and maintain a sense of humor
- Maintain organized workspaces and professional work habits

### **Application Process:**

Please email [carlie@peacetreesvietnam.org](mailto:carlie@peacetreesvietnam.org) the following:

- Email subject line: "PeaceTrees Vietnam Fall Internship: [YOUR NAME]"
- Your resume
- A writing sample (2-5 pages)
- A cover letter (sent as an attachment) explaining why you're interested in the internship, what skills you have to offer, and why you'd be the perfect fit for PeaceTrees Vietnam.