



509 Olive Way
Suite 1226
Seattle, WA 98101
206.441.6136

www.peacetreesvietnam.org

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

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 Intern will support PeaceTrees Vietnam's development, communications, event, and outreach efforts through small event planning, grant research, contributing to the development and implementation of a communications plan. This is a fantastic opportunity for those interested in pursuing non-profit administration, philanthropy, or non-profit communications.

The intern will be expected to: (1) Assist with mailing, filing, data entry, and various administrative support for development and events (2) draft correspondence including thank you letters and responding to donor inquiries; (3) research potential funding opportunities; (5) prepare memos to senior staff covering these topics and (6) draft project reports for online giving platforms such as Global Giving (7) assist creation of social media content.

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

Time Commitment and Pay:

Interns commit between 10-12 hours of service each week, 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. Special arrangements for remote work due to COVID-19 related office closure will be assessed on a continual basis.

The PeaceTrees Vietnam Internship Program is offered either for an academic year or for the summer with an option to extend depending on organizational need and student availability:

- Academic Year: October-June
- Summer: July, August & September



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PeaceTrees interns will be compensated for their time at a rate of \$15.75/hour. Interns are not eligible for additional benefits.

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 info@peacetreesvietnam.org the following:

- Email subject line: "PeaceTrees Vietnam Internship: [YOUR NAME]"
- Your resume
- 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.
- A 2-5 page writing sample (sent as an attachment).