



## PEACE CORPS - JORDAN

### Full time Intern Program Unit Assistant - Position Description

#### Program & Training Intern

Dates for internship: September 1 – December 31, 2014

<b>General Description</b>
The <b>Intern</b> provides general office, administrative and logistic support to the Programming and Training Unit. He/she assists with mailing, correspondence, filing, photo copying, making phone calls and appointments, translation and creating or maintaining files and documents. He/she assists all members of the staff as needed.
<b>Major Job Duties</b>
<ul style="list-style-type: none"><li>• Translates documents and provides translation in meetings as required.</li><li>• Assists in updating and producing forms and documents.</li><li>• Makes phone calls and appointments and schedules as requested.</li><li>• Prepares and updates relevant databases, documents and files in a timely and complete manner.</li><li>• Tracks various processes including submission of reports and collection of documents for site development and volunteer support.</li><li>• Assists with routine office management tasks such as filing, copying, materials preparation, scheduling, task tracking and monitoring of implementation activities.</li><li>• Assists at training events through a variety of tasks including logistical support and materials preparation.</li><li>• Receives Volunteer leave requests, tabulates leave and out-of-community days, circulates forms for appropriate approvals, and enters information into VIDA.</li><li>• Provides additional general office, administrative, or logistic support as requested.</li><li>• 20% of work time will be available for intern-identified areas of interest and skills building.</li></ul>
<b>Work Experience Requirements and Qualifications</b>
<b>Required Qualifications:</b> <ul style="list-style-type: none"><li>• Ability to work in Microsoft Office programs (Word, Excel, PowerPoint)</li><li>• At least 1 year of university</li><li>• Flexible, positive attitude, ability to work independently, ability to meet deadlines and multi task</li><li>• Fluent in Arabic and English; ability to communicate orally and in writing in both languages.</li><li>• Organizational skills and attention to detail, including the ability to maintain accurate and clear files</li><li>• Interest in working at an international organization</li></ul>
<b>Desired Qualifications:</b> <ul style="list-style-type: none"><li>• Ability to act with diplomacy and tact with staff, Volunteers, Trainees, community members and government officials</li><li>• Interest in volunteerism</li></ul>
<b>How to apply?</b>
Application form is available in the attachment or at Jordan Peace Corps office at 6-461-9144 applicants must submit to the Peace Corps office or by e-mail to <a href="mailto:hr@jo.peacecorps.gov">hr@jo.peacecorps.gov</a> with the following: <ol style="list-style-type: none"><li>1. Resume or CV</li><li>2. Cover letter with a detailed description of why you are interested in an internship at Peace Corps and what you might be interested to learn.</li></ol>
<b>Application deadline: July 15, 2014</b>

**NOTE: this is an unpaid internship. Only transportation costs will be covered.**