



INTERNSHIP VACANCY ANNOUNCEMENT

- POSITION:** Intern(s)
- OPEN TO:** Undergraduate and graduate students in good academic standing and college graduates with limited professional experience.
- OPENING DATE:** October 21, 2024
- CLOSING DATE:** November 1, 2024
- LOCATION:** Monrovia
- WORK HOURS:** Internships are part-time (not to exceed 32 hours per week)
- DURATION:** Nine (9) months only.
- SALARY:** Intern will receive a monthly stipend which will be determined by the weekly time commitment.

BASIC FUNCTION

Under the supervision of the Director of Program and Training (DPT) the intern would be provided with an opportunity to perform administrative duties that will develop his/her knowledge in a professional work environment.

MAJOR DUTIES AND RESPONSIBILITIES

The duties of the Intern include but are not limited to:

- Assist with filing, printing, photocopying, binding, scanning, and organization of PTE documents.
- Support the Training Team in logistics for training
- Assist in the preparing for trainings, reviewing training feedback, gathering information from Program Managers and other Peace Corps Offices
- Assist in the close-out of training and assist in gathering and putting together feedback.
- Participate in team meetings and taking minutes when needed.
- Other administrative tasks and logistical tasks assigned by the supervisor.

The Peace Corps is committed to providing meaningful training, mentoring, and career-development opportunities, as well as promoting cultural competency, diversity, equity, inclusion, and accessibility in support of Peace Corps' mission.

We are looking for dedicated, motivated, and committed individuals who are eager to gain new professional experiences, learn technical skills, and contribute to the Peace Corps mission and objectives.



TO APPLY:

Interested candidates for this internship program must submit:

1. Cover Letter in English that describes your area of study and why you would like to intern for the Peace Corps
2. A current resume or curriculum vitae
3. If you are currently a student, please submit a copy of your transcript/result sheet.

To:

LR-Jobs@peacecorps.gov In the subject line, please, write "**Internship for PTE**".

EQUAL OPPORTUNITY:

Peace Corps Liberia provides equal opportunity and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Selected candidates will be invited for an interview. **No phone calls please.**