



EVERYDAY PEACE INDICATORS

118 N. Jackson St., Arlington, VA 22201 | everydaypeaceindicators.org | info@everydaypeaceindicators.org | +1.612.245.1128

EPI Operations Internship

About Everyday Peace Indicators (EPI):

Everyday Peace Indicators (EPI) is a dynamic organization dedicated to promoting peace at the grassroots level. We believe in the power of communities to foster positive social change and contribute to lasting peace. Through our innovative approaches and research, we aim to redefine how peace is understood and measured, focusing on everyday experiences and interactions.

Position Overview:

We are seeking a highly organized and detail-oriented individual to join our team as an Operations Intern. This internship offers an excellent opportunity to gain hands-on experience in project management, logistics, and administrative support within a mission-driven organization.

Responsibilities:

- Provide support in project coordination and management, including scheduling meetings, organizing files, and maintaining project documentation.
- Assist in logistics planning for events, workshops, and other organizational activities.
- Help streamline operational processes and procedures to improve efficiency and effectiveness.
- Conduct research on relevant topics and compile information for reports, presentations, and proposals.
- Assist in financial tracking and budget management tasks as needed.
- Collaborate with team members to ensure smooth communication and coordination across departments.
- Perform general administrative tasks, such as answering emails, managing calendars, and preparing materials for meetings.

Qualifications:

- Strong organizational skills with the ability to multitask and prioritize tasks effectively.
- Excellent attention to detail and accuracy in work.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Docs, Sheets, Slides).
- Strong communication skills, both written and verbal.
- Ability to work independently and collaboratively in a fast-paced environment.
- Interest in peacebuilding, conflict resolution, or related fields is a plus.

Duration and Schedule:



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This internship is a part-time position, requiring approximately **15 hours** per week. The duration of the internship is **June 1st - August 15th**, with the possibility of extension based on performance and organizational needs. The schedule is flexible and can be tailored to accommodate the intern's availability.

Benefits:

- Gain practical experience in project management, operations, and administration.
- Contribute to meaningful projects that promote peace and social change.
- Work closely with a dedicated team of professionals in the field of peacebuilding.
- Receive mentorship and support to develop your skills and advance your career.
- Opportunity to network with experts and practitioners in the peacebuilding community.
- Application Process:
- To apply for this internship, please submit a resume and cover letter outlining your relevant experience, skills, and motivation for joining EPI as an Operations Intern.

Applications should be sent to info@everydaypeaceindicators.org with the subject line "**Operations Intern Application - [Your Name]**".

Note: This internship may be eligible for academic credit or fulfill internship requirements for students enrolled in relevant programs. Please inquire with your academic institution for more information.

We look forward to receiving your application and welcoming you to the EPI team!