

DC Program Summer Internship #3

Peace Corps Office of Strategic Information, Research, and Planning

Hello Summer students!

Here's a listing for an internship with the Peace Corps. This would be suitable for students interested in International Development, International Aid, Public Relations, Marketing, and/or the Peace Corps in general. Application instructions are in the position description.

- Joaquin

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I have attached our intern job description, as we discussed a few weeks ago, for posting with the UC intern coordinators.

In the past our UC interns have supported survey administration, data analysis, and results-oriented presentations. All of this requires an eye for detail and an aptitude for working as well on a team as independently.

This summer we are looking forward to getting intern support for a large-scale biennial survey of all Peace Corps Volunteers, the on-going Close-of-Service survey and other strategic planning and evaluation activities.

Interested intern applicants should send their resume to the OSIRP Research Associate, Shahin Nemazee, (see the attachment for contact info) who will follow up with prospective candidates.

We look forward to working possibly with one or more UC interns this summer!

Best regards,

AliceLynn Ryssman

Social Science Analyst

Office of Strategic Information, Research, and Planning (OSIRP)

Peace Corps (Room 8335)

Telephone: 202-692-2149

Intern Job Description

The unpaid intern will become a member of Peace Corps' Office of Strategic Information, Research and Planning at the Peace Corps Headquarters in downtown DC at 1111 20th Street NW (very near the UC Washington Center). The intern may work under the direction of the Chief of Planning, Performance & Evaluation or Chief of Data and Information Management. The work commitment will be 32 hours per week during normal work hours.

The Office of Strategic Information, Research and Planning (OSIRP) provides direction to other agency offices on strategic planning, performance measurement and evaluation. As well, the OSIRP prepares routine and customized statistical reports for Peace Corps management and staff and responds to data requests from both Headquarters and overseas posts.

Typical OSIRP intern responsibilities are to:

- Create graphs and tables in various software applications, including Excel, Word, and PowerPoint for use in reports and to meet Headquarters and overseas data requests
- Help administer global surveys of Peace Corps Volunteers
- Enter data, such as Volunteer responses on paper surveys and forms
- Research and report on various topics using the internet and Peace Corps files
- Edit and proof reports and presentations

Knowledge, skills and abilities:

- Knowledge of MS Office Suite software, including Word, Excel and PowerPoint
- Skilled at writing clearly and precisely
- Analytical ability with attention to detail
- Ability to work in a team environment
- Experience with ACCESS or any statistical software (like SAS or SPSS) is a plus!

Intern applications should include a cover letter, resume and short writing sample.

Please send applications to via email to Shahin Nemazee at snemazee@peacecorps.gov or by mail to:

Shahin Nemazee
Room 8333
OSIRP/Peace Corps
1111 20th Street NW
Washington DC 20526