



Levinger Internship
Karuna Center for Peacebuilding
Program Development and Research

The Karuna Center for Peacebuilding is seeking a part-time intern for Fall 2021/Spring 2022.

The Karuna Center for Peacebuilding is a small nonprofit organization based in Amherst, MA, but with primarily remote staff, that implements peacebuilding programs focused on conflict transformation, inter-communal dialogue, and reconciliation. The core of Karuna Center's work takes place in conflict-affected regions of the world, working with local partners. Karuna is also expanding its outreach and efforts to do more work in the United States.

The Levinger internship honors George K. Levinger (1927-2017), a former Karuna Board member, and Ann Cotton Levinger (1931-2017), longtime leaders and supporters within Karuna Center who shared a lifelong commitment to advancing peace and social justice—both in their own communities and around the world.

Responsibilities

This is an internship for a graduate or 3rd/4th year undergraduate student studying in the field of International Relations, Peace and Conflict Studies, Political Science or other related fields who would be interested in assisting with program development, program management, and research activities related to Karuna Center's domestic and international peacebuilding programs and services. The internship is for the full academic year.

General responsibilities include, but are not limited to:

- Conduct web and other research for program development, including briefing staff on relevant current events in program countries;
- Assist with logistics surrounding current and planned program implementation;
- Assist with proposal design and development;
- Assist with designing and updating training materials;
- Assist with report and proposal writing and compilation;
- Assist with preparing materials for the website;
- Assist with planning and implementation of local programming and events;
- Participate in community outreach and relationship building;
- Participate in weekly staff meetings.



Desirable Skills and Experience

- Proficiency in written and spoken English; Proficiency in additional languages a plus but not required;
- Knowledge and interest in conflict transformation and peacebuilding and/or non-profit management;
- Independent worker; proactive, organized, and detail-oriented;
- Excellent interpersonal and communication skills;
- Enjoys being part of a team and collaborating on idea development;
- Proficiency in computer applications, esp. Microsoft Office (including PowerPoint), database and graphics applications a plus; facility with Internet, social networking sites a plus.

This internship is a part-time (approx. 10 hrs/week) position with possibility of more hours if interested/available. The start date is expected to be October 1, 2021 but may begin earlier if possible. Interns will receive a \$1500 stipend per semester.

Please include the following in one PDF in your email application:

- Current Resume
- Cover Letter stating your experience, areas of interest, and, most importantly, why this work matters to you
- Two writing samples: preferably a technical piece (i.e. a policy brief or academic paper) and an informal piece (i.e. an op-ed or blog post)
- Contact information for two references
- Any other relevant information, documents, or portfolio

We look forward to hearing from interested individuals. Please send the above information by September 25th, 2021 to:

Daniel Orth

Senior Program Manager

dorth@karunacenter.org

For more information about Karuna Center, please visit: www.karunacenter.org