



WOMEN'S FEDERATION FOR WORLD PEACE, USA

Program Development Intern

LOCATION: Mainly contributing from home except for major events

HOURS: 8 to 15 hours per week, flexible

COMPENSATION: Unpaid, travelling for events is covered

Women's Federation for World Peace (WFWP) is a non-governmental organization in general consultative status with the Economic and Social Council of the United Nations and in association with the UN Department of Public Information. As an organization of women, we adhere to the principle that by working together, taking initiative, and empowering one another across traditional lines of race, culture, and religion we can create healthy families and resolve the complex problems of our societies and world.

INTERNSHIP DESCRIPTION

WFWP interns are an integral part of our team and will gain first-hand experience in how a national non-profit organization is run and contributing to it on the staff level. The Program Development Intern will assist in researching and developing curriculum for WFWP's "Family Values" and "Leadership of the Heart" education tracks; contribute to the design, implementation, and promotion of national events such as the National Assembly or Chairwomen's Retreat; help with developing leadership training webinars; and other tasks related to event planning, implementation, and promotion.

Though we are happy to accommodate interns' schedules, we require interns to be reliable and consistent in their commitment. If applicable, we will work with you to facilitate receiving academic credit for your internship.

DESIRABLE ATTRIBUTES

- Interest in WFWP's work
- Familiarity with vision, mission and Founders of WFWP
- Prior experience in event planning a strong plus
- Excellent verbal and written communication skills
- Well organized with strong attention to details
- Ability to work well in a team
- Ability to represent WFWP in a professional manner
- Self-motivated and ability to work independently
- Interest in program development and event planning a plus

HOW TO APPLY

Send your resume and cover letter to Katarina Connery, kconnery@wfp.us, with the subject line "Program Development Intern." If selected, we will contact you for an interview.