



Levinger Peacebuilding Internship

Supporting Program Development and Research

The Karuna Center for Peacebuilding is seeking a part-time intern for Fall 2023/Spring 2024

The Karuna Center for Peacebuilding (Karuna) is a nonprofit organization originally founded in Amherst, MA. Today the organization has a remote staff working around the U.S. and the globe implementing peacebuilding programs focused on conflict transformation, inter-communal dialogue, and reconciliation. The core of Karuna's work has historically taken place in conflict-affected regions of the world working with local partners. Karuna is also expanding its efforts to do more work in the United States.

The Levinger Peacebuilding Internship honors George K. Levinger (1927-2017), a former Karuna Board member, and Ann Cotton Levinger (1931-2017), longtime leaders and supporters within Karuna 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's domestic and international peacebuilding programs and services. The internship is for the full academic year (i.e. Fall 2023 through Spring 2024).

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;
- Contribute to proposal design and development;
- Support report and proposal writing and compilation;
- Support logistics related to current and planned program implementation;
- Design and update training materials;
- Prepare 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 and other related programmatic meetings.



Desirable Skills and Experience

- Strong 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 who is proactive, organized, and detail-oriented;
- Strong research skills;
- 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) **virtual** position with possibility of more hours if interested/available. The start date is expected to be September 19, 2023 but may begin earlier if possible. Interns will receive a \$1,500 stipend per semester.

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

- Cover Letter stating your experience, areas of interest, and, most importantly, why this work matters to you;
- Current Resume/CV;
- 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);
- Names and 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 5, 2023 to:

Jennifer Hall Witt
Senior Program Manager
jennifer@karunacenter.org

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