PEACE CORPS ARMENIA

VACANCY ANNOUNCEMENT

**POSITION:** Intern(s)

**OPEN TO:** University undergraduate students

**OPENING DATE:** November 23, 2022

**CLOSING DATE:** 5 PM on December 7, 2022 or until suitable candidate is hired

**LOCATION:** Yerevan, Armenia

**WORK HOURS:** Interns will not work more than 15 hours per week, which will not interfere with

 their studies.

**DURATION:** Six months with a maximum potential of one six month extension.

**SALARY:** Peace Corps provides a small stipend to interns: 1000 AMD per hour

**Basic Function of Position:**

The primary responsibility of the Intern is to gain work experience and exposure to governmental organizations through administrative and general office support. The Interns will assist Peace Corps staff by performing clerical duties such as preparing resources and materials for events, organizing financial reports, filing, translations and general office work.

The candidate must pass a background check conducted by the U.S. Embassy before starting work.

**REQUIRED QUALIFICATIONS:**

Education: The candidate should be a current university undergraduate student.

Language Proficiency: Fluent or near fluent in both English and Armenian.

Knowledge, Skills, and Attitudes: Working knowledge of word-processing, spreadsheets and databases; Ability to meet deadlines; Possess meticulous work habits, attention to detail, and the highest level of integrity and honesty; Ability to manage busy work schedules; Ability to use a variety of office equipment; Skill in maintaining an efficient filing system; Skill in providing exceptional customer service; Skill in working well as a team member.

**TO APPLY:**

Interested candidates for this position must submit the following by 5 PM on November 6, 2023:

1. Cover Letter in English that describes your qualifications (if possible include your earliest possible start date)
2. A current resume or curriculum vitae in English
3. Names, phone numbers, and e-mail addresses for three references who are not related to you (for example, current or former professor, teacher or advisor) in English.

**SUBMIT APPLICATION TO:**

Irina Arzumanyan, by e-mail: am-vacancy@peacecorps.gov . In the subject line, please, write “Internship”. Alternatively, you can drop off applications at 33 Charents Street, Yerevan 0025, Armenia

**EQUAL OPPORTUNITY:**

Peace Corps Armenia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Selected candidates will be invited for an interview. No phone calls please.