

# **Intern for International Development Non-profit**

## **Headquarters in San Francisco, CA**

Global Service Corps

Global Service Corps is a non-profit organization that provides opportunities for adults to participate on volunteer service-learning programs in Tanzania, Cambodia, and Thailand. Participants live with a host family and work on environment, health, or education projects. The headquarters staff is responsible for recruiting and preparing participants to take part in the volunteer programs. For more information: [www.globalservicecorps.org](http://www.globalservicecorps.org).

Position: Thailand/Cambodia Program and Special Projects Assistant

Location: Headquarters in San Francisco, CA

Primary Responsibilities:

- Respond to prospective and registered participant e-mails and phone calls
- Enter prospective and registered volunteer information in database and maintain filing system
- Oversee mailings to participants
- Assist in the administration of Tanzania, Cambodia, and Thailand projects
- Communicate with country staff as needed

Special Projects may include the following:

- Database Administration and Development
- Marketing
- Publications Development
- Web Development
- Assisting the Executive or Assistant Director with additional projects

Qualifications:

- PC computer skills: MS Word, Access, Excel, Outlook
- Business skills: Basic business administration and office skills
- Good communication, customer service and public relations skills
- Web site development skills a plus

Hours and length of commitment: Part-time volunteers work 20hrs/wk and full-time volunteers work 40hrs/wk. A six month commitment is required for part-time volunteers and a three month commitment for full-time volunteers.

Compensation: Expense reimbursement of \$200 per month for part-time volunteers and \$400 per month for full-time volunteers in addition to limited local transportation reimbursement. 50% discount on one of our service-learning programs to Tanzania, Cambodia, or Thailand available upon successful completion of the internship.

Positions available: ongoing throughout the year.

Please send your resume and a cover letter indicating why you are interested in this position and what you hope to gain from the internship experience to:  
[gsc@globalservicecorps.org](mailto:gsc@globalservicecorps.org) (no phone calls please.)