

Executive Intern

Volunteer

Virtual, part-time position

Overview:

[Mediators Beyond Borders International](#) (MBBI) is an impact organization that builds local skills for peace and promotes mediation worldwide. It brings together experienced volunteer mediators to improve conflict resolution capacity and support alternative approaches to expressing, negotiating and resolving interpersonal, political, economic, social, ethnic, and religious differences.

Position Overview:

This is a position to work closely with MBBI's President and CEO offering a unique opportunity to make an impact while utilizing your skills and gain experience in international peacebuilding and nonprofit operations. The Executive Intern will conduct research related to substantive matters, plan and coordinate meetings, respond to inquiries, and assist with the drafting of reports and correspondence.

Expected commitment: 20 hours per week for a minimum of six months. MBBI will accommodate a flexible schedule. Candidates in the Pittsburgh area are strongly preferred.

Duties and Responsibilities:

- Manage MBBI's calendar
 - Plan and coordinate meetings and events
 - Attend Meetings and events on behalf of the President
 - Participate in periodic conference calls and other meetings as scheduled
- Act as a recorder for a range of meetings and activities
- Assist with travel arrangements and expenses reimbursement processes
- Respond to inquiries and assist with the drafting of reports and correspondence
- Research the requirements of funding requests for proposal
- Develop, maintain, and track professional alliances for MBBI
- Conduct research related to MBB's current activities and possible opportunities with regional organizations, such as OSCE and ASEAN
- Other duties may be assigned



General Expectations:

- Establish positive working relationships with colleagues
- Communicate clearly and respectfully with colleagues
- Highly organized and pays close attention to details
- Manage multiple projects simultaneously and meet deadlines
- Communicates often, orally as well as in writing, to keep key people informed
- Take the initiative, offer ideas, maintain priorities, adjust plans, and negotiate work terms
- Maintain flexibility with respect to hours and tasks to be performed
- Maintain awareness of and sensitivity to conflicting internal and external needs
- Maintain a general understanding of MBBI's policies and activities

Qualifications:

- Enthusiasm and commitment to the organization's mission and vision
- Familiarity with peacebuilding, conflict resolution, and international development/affairs
- Minimum of three years of college coursework; graduate students encouraged to apply
- Strong computer skills, including Microsoft Suite (Word, Excel, PowerPoint, Publisher) and online meeting and file-sharing software
- Excellent verbal and oral communication skills
- Able to balance working independently and as part of a team
- Project management experience is desirable
- Positive attitude and an ability to engage with a wide variety of people

To Apply:

Please submit a cover letter, resume, writing sample, and three references to info@mediatorsbeyondborders.org, with "ATTN: Executive Assistant" as the subject line. Candidates who can volunteer 20 hours per week for a minimum of six-months commitment are preferred. Only applicants invited for an interview will be contacted.

MBBI Internship and Volunteership Benefits:

Volunteering opportunities with MBBI help you gain work experience and develop personal and professional confidence in the workplace. Through your work with MBBI, you will have access to a global network of peacebuilders. This is in addition to the possibilities to participate in and

engage with Regional and Working Groups, Projects, and Committees. MBBI interns also enjoy mentorship opportunities with other professionals in their desired career, observe and interact with role models, and create a more impressive, well-balanced resume. Most importantly, working with MBBI allows interns to connect theories, ideas, and dreams with best practice models.

Skills gained through volunteering with MBBI:

- Oral and Written Communication
 - Marketing and Public Relations
 - Collaborative approaches
 - Decision-making
 - Fundraising
 - Training
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