



# **INTERN HANDBOOK**

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# **WELCOME**

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**Welcome to Peace Islands Institute. We are pleased that you will be joining our team and contributing to our work.**

**Peace Islands Institute (PII) aspires to facilitate a forum of mutual respect and collaboration, both welcoming and accepting varied viewpoints and voices with the intent to develop original and alternative perspectives on vital issues that our society is facing. We generate solutions to these issues, support successful practices. Thus promoting education, friendship and harmony and acting as an island of peace for all peoples in a society of different ethnic, cultural and religious backgrounds.**

**Peace Islands Institute is a non-profit organization that accomplishes this goal by hosting community based gatherings designed to cultivate friendship, celebrate diversity, strengthen civic dialogue and deepen inter-cultural awareness through understanding among the many diverse ethnic and civic groups in the Greater New York Area.**

## **Internship Opportunities**

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### **Center for Global Affairs Intern**

Peace Islands Institute's Center for Global Affairs (CGA) envisions a future in which people work together to bring solutions to common global problems of humanity like political and social conflicts, poverty, climate change, ecology, environmental issues, global economic problems and human trafficking. To this end, CGA organizes panels, seminars, conferences on global issues for public awareness and public benefit. Considering its comparable mission, CGA parts with UN to enhance its objectives and achieve its goals in these mentioned areas. In collaboration with international scholars, Peace Islands Institute's Center for Global Affairs offers platforms for distinguished speakers to spotlight trends, analyze important issues, exchange ideas, and participate in productive interactions that promote innovative global and public policy solutions. CGA also arranges sight visits to different NGO's and GO's to seek co-operation, exchange of experience and know-how, sharing ideas and insights.

Internship opportunities are available every quarter/semester to those students who wish to participate in a learning environment where he or she will gain work experience for the

future. The intern will assist the Director of the Center for Global Affairs with daily operations, as well as larger, long-term projects. Responsibilities include researching local and international forum topics, writing bios for forum speakers, interviewing forum speakers, and managing membership and speaker databases. The ideal candidate is able to work flexible hours and attend weekly forums.

**Desired Skills/Preferences:**

- <sup>35</sup>/<sub>17</sub> Pursuing or holding a degree in International Relations, Public Policy, Political Science, Government Affairs, Journalism, Communications, Economics or other related fields
- <sup>35</sup>/<sub>17</sub> Enthusiasm and ability to acquisition of knowledge on international affairs
- <sup>35</sup>/<sub>17</sub> Excellent organizational skills and detail oriented.
- <sup>35</sup>/<sub>17</sub> Ability to work in a demanding, fast-paced group environment

**Center for Interfaith Affairs Intern**

The Center for Interfaith affairs provides a common ground of dialogue for every faith and non-faith tradition to discuss, explore and understand each other, and offer suggestions for the common problems of humanity including its spiritual needs and dilemmas. Peace Islands Institute’s Center for Interfaith Affairs encourages pluralism by providing opportunities for any and all faith groups to be engaged in dialogue. Discussion series, panels, visits, trips, conferences, dinners, book clubs and active community services are continuously organized by the Center for Interfaith Affairs because we believe knowing each other is the first step to harmony and love. A variety of programs such as the Annual Abrahamic Traditions Dinner, the Annual Friendship & Dialogue Dinner, panels and Iftar Dinners and many other programs are among some to name its regular social events and activities.

**Desired Skills/Preferences:**

- <sup>35</sup>/<sub>17</sub> Pursuing or holding a degree in Theology, Religion, International Relations, Communications, Anthropology or other related fields.
- <sup>35</sup>/<sub>17</sub> Enthusiasm and ability to acquisition of knowledge on interfaith affairs
- <sup>35</sup>/<sub>17</sub> Excellent organizational skills and detail oriented.
- <sup>35</sup>/<sub>17</sub> Ability to work in a demanding, fast-paced group environment

**Center for Social Affairs Intern**

Center for Social Affairs addresses social, economic and cultural issues of the local areas and cities to bring innovative solutions in action. Most pressing social problems of the society like homelessness, poverty, child abuse can be solved by bringing the professions to debate and talk on this issues, by formulating the solutions and by taking action with NGO’s and Public officials. Peace Islands Institute’s Center for Social Affairs works in

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collaboration with distinguished universities and scholars to make advancements in all academic fields more visible by offering platforms for discussion.

**Desired Skills/Preferences:**

- <sup>35</sup>/<sub>17</sub> Pursuing or holding a degree in Sociology, History, Communications, Psychology, Anthropology, or other related fields
- <sup>35</sup>/<sub>17</sub> Enthusiasm and ability to acquisition of knowledge on social affairs
- <sup>35</sup>/<sub>17</sub> Excellent organizational skills and detail oriented.
- <sup>35</sup>/<sub>17</sub> Ability to work in a demanding, fast-paced group environment

**Center for Education Intern**

Educational problems at today`s societies are among the prominent challenges of the 21st century which adversely affect the life of every single individual .The reasons behind those problems range from lack of dedicated teachers to parents who are not interested in involving their children`s education. As a consequence, education-related problems not only undermine the society but also cause to growth of new generations who do not have any ideal for their lives. Therefore, Center for Education (CFE) is dedicated to arrange panels, seminars and conferences with other educational institutions and non-governmental organizations to bring educational experts together to find innovative solutions to today`s educational problems. By bringing and being the part of the solution CFE aims to raise the quality of life.

Responsibilities may include arranging panels, seminars and conferences with other educational institutions and non-governmental organizations to bring educational experts together to find innovative solutions to today`s educational problems, preparing presentations for office leadership, and many others.

- <sup>35</sup>/<sub>17</sub> **Desired Skills/Preferences:**
- <sup>35</sup>/<sub>17</sub> Pursuing or holding a degree in Education, Sociology, Communications, Psychology, Anthropology, History or other related fields
  - <sup>35</sup>/<sub>17</sub> Enthusiasm and ability to acquisition of knowledge on social affairs
  - <sup>35</sup>/<sub>17</sub> Excellent organizational skills and detail oriented.
  - <sup>35</sup>/<sub>17</sub> Ability to work in a demanding, fast-paced group environment

**Center for Media Intern**

The Center for Media (CFM) provides panels and seminars on media-related issues with experts in this field both nationally and internationally. CFM is dedicated to promoting and supporting media literacy as a framework for accessing, analyzing and evaluating the

new media landscape to help citizens develop critical thinking in the 21st century media culture.

Responsibilities include: researching and posting for social media, researching for blog, contacting PII members for interviews and research, and using multimedia for web campaigns. This is an excellent opportunity for journalism students to build a stronger web presence and strengthen their ability to expand, research and edit. Additionally, interns will be encouraged to participate in brainstorming and developing new programs and initiatives

**Desired Skills/Preferences:**

- Pursuing a degree in Journalism, Communications, International Studies, Political Science, Media Studies, Marketing, Public Relations or other related fields

<sup>35</sup><sub>17</sub> Experience working with multiple media, i.e. video editing, photography, pod casting is desirable, but not required.

<sup>35</sup><sub>17</sub> Excellent organizational skills and detail oriented.

<sup>35</sup><sub>17</sub> Ability to work in a demanding, fast-paced group environment.

**PII Writing and Reporting Internship**

The writing and reporting intern has similar responsibilities as a reporter to an online newspaper. The writing and reporting intern will research content, interview contacts, and contribute to the development of PII's website. He or she will work with the PII office leadership to construct ideas and will post related content for PII events. Interns are also responsible helping with writing press releases, newsletters and other PR assignments.

Responsibilities include: researching and contributing to blog. This is an excellent opportunity for students who are interested in journalism and communications to build a diverse writing portfolio and strengthen their ability to expand, research and edit. Additionally, interns will be encouraged to participate in brainstorming and developing new programs and initiatives at PII.

**Desired Skills/Preferences:**

- Pursuing a degree in Journalism, Communications, International Studies, Political Science, English or other related fields

<sup>35</sup><sub>17</sub> Strong writing skills.

<sup>35</sup><sub>17</sub> Excellent organizational skills and detail oriented.

<sup>35</sup><sub>17</sub> Ability to work in a demanding, fast-paced group environment.

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**POLICIES**

**Internship Requirements:**

<sup>35</sup><sub>17</sub> Must be an undergraduate/graduate student or recent (2 years or earlier) graduate.

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- <sup>35</sup><sub>17</sub> Only undergraduate students who have earned 30 credits and graduate students who have earned 12 credits can apply for intern positions.
- <sup>35</sup><sub>17</sub> Must be able to commit one full school quarter or semester.
- <sup>35</sup><sub>17</sub> Must be able to commit at least 12 hours a week in the office.
- <sup>35</sup><sub>17</sub> Ability to respectfully communicate and work with diverse community groups varying in age, religion, denomination, and ethnicity.
- <sup>35</sup><sub>17</sub> Ability to efficiently manage multiple tasks and meet deadline.
- <sup>35</sup><sub>17</sub> Ability to process and protect confidential information.
- <sup>35</sup><sub>17</sub> Ability to work independently and collaboratively in a team environment.
- <sup>35</sup><sub>17</sub> Have strong verbal and writing skills, as well as interpersonal skills.
- <sup>35</sup><sub>17</sub> All applicants must have a minimum 3.0 GPA out of 4.0 scale.
- <sup>35</sup><sub>17</sub> Diploma, transcripts, certificates
- <sup>35</sup><sub>17</sub> Photo ID
- <sup>35</sup><sub>17</sub> Resume and a 1 page Cover Letter
- <sup>35</sup><sub>17</sub> 1 reference letter
- <sup>35</sup><sub>17</sub> PII may request a security background check at its discretion before or during internship

### **Dress Code**

It is expected that interns will maintain a clean and neat appearance and will project a professional and businesslike image in dealing with other volunteers, interns, and employees, as well as the general public. Business casual dress is required. Jeans, sweatshirts, flip-flops, shorts, and sleeveless shirts are not acceptable.

### **Absences**

Interns should give advance notification of any planned tardiness or absence. Interns should notify their mentor prior to their expected arrival time in the case of any unforeseen absence or tardiness.

### **Workday**

Internships last one semester and includes a 12-hour/week commitment. Interns should begin their day promptly and stay until the end of the working hours (except in cases where the intern has a different schedule set with their mentor and supervisor). Allocated time for lunch break is 1 (one) hour, which may vary depending on the day's activities. You make take your lunch at a time that is comfortable for you.

### **Attendance**

You are required to track your hours. Please use the time sheet provided in this handbook.

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## CODE OF ETHICS

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All interns are expected to be familiar with and abide by the following:

### **Conflict of Interest**

A conflict of interest exists when a Peace Islands Institute (PII) intern uses their intern position or any information obtained from this internship, contrary to interest of PII. This type of behavior is unethical. Violation of this policy will be subject to disciplinary action and/or may result in termination of the internship.

### **Confidentiality**

Confidential information acquired through PII or any of its affiliates, partners, co-sponsors or via access to Peace Islands Institute records, must be kept confidential. Confidential information include, but not limited to, matters of Peace Islands Institute's administration, planning, fundraising, papers either written or electronically retained and, any personal information regarding members and event attendance. This confidentiality provision survives this entire agreement.

### **Dependability**

Peace Islands Institute's most valuable assets are the volunteers and interns. Peace Islands Institute depends heavily on interns and cannot accomplish its mission without their assistance in daily operations. Consequently, interns must be on time and self-directed once oriented to their responsibilities. You are expected to honor your commitment.

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## DIRECTIONS TO PEACE ISLANDS INSTITUTE

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### **PEACE ISLANDS INSTITUTE ADDRESS:**

**1617 JFK Blvd. Suite #821  
Philadelphia, PA 19103**

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### GENERAL INFORMATION

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Peace Islands Institute is accessible via bus, subway, and car.

The building entrance is located on 1617 JFK Blvd between 16th and 17th St.  
Subway, Trains, Buses: [www.septa.org](http://www.septa.org)  
Trip Planning: [www.transit.google.com](http://www.transit.google.com)



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**FROM SUBWAY & TRAIN**

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Accessible From Suburban Station Concourse (which is directly under One Penn Center).

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**PARKING**

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A parking garages are located near One Penn Center. There is also meter parking around the building and on adjacent streets.

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**APPLICATION LINK**

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<http://www.peaceislands.org/modules/stajform/>