



TITLE: Operations Intern

DESCRIPTION:

New York Peace Institute is seeking an Operations Intern who is organized, detail-oriented, and interested in learning the inner workings of a mission-driven nonprofit organization. This intern will support the day-to-day administrative and operational functions of the organization, helping ensure that our offices, systems, and internal processes run smoothly.

The Operations Intern will work closely with the Operations & Development Associate and the Manager of People Operations & Administration. While the primary focus of this role is operations and administrative support, there may be opportunities to assist with development-related tasks depending on organizational needs and the intern's interests. This position also provides valuable, hands-on exposure to the field of mediation and conflict resolution. Interns may observe trainings, participate in community circles, and engage with various program activities across the organization.

OPERATIONS & ADMINISTRATIVE SUPPORT:

- Support the day-to-day operations of NYPI's Manhattan office
- Assist with processing routine accounts payable, accounts receivable, and employee reimbursements, including timely completion, follow-through on outstanding invoices, and proactive resolution of discrepancies
- Help with data entry and upkeep of internal systems and databases
- Assist with maintaining inventory of office supplies and placing orders as needed
- Help organize, file, and maintain electronic records, documents, and shared drives
- Provide administrative support for internal meetings, staff events, and trainings
- Assist with managing shared inboxes
- Assist with phone coverage and general operational communications as needed
- Support the planning and execution of special events including preparing materials, supporting logistics, and providing onsite setup and day-of event support

DEVELOPMENT & SPECIAL PROJECT SUPPORT (INTEREST/NEED DEPENDENT):

- Provide basic administrative support for development activities, such as updating donor records or drafting acknowledgements
- Assist with preparation of materials for board meetings
- Support special projects and process improvement efforts as they arise
- Help with communications or social media updates
- Support the development and documentation of a system for following up with clients and/or stakeholders
- Assist with cleaning up, auditing, and organizing Mailchimp contact lists and templates
- Participate in short-term operations projects aligned with the intern's interests and organizational needs

**DESIRED SKILLS:**

- Strong organizational and time-management skills
- Attention to detail and ability to follow through on tasks
- Comfort working with administrative systems and learning new tools
- Proficiency with Google Workspace (Docs, Sheets, Drive) and Microsoft Office 365
- Clear written and verbal communication skills
- Ability to handle confidential information with discretion
- Interest in nonprofit operations, administration, or organizational management

COMPENSATION / ACADEMIC CREDIT:

This is an unpaid internship. Applicants seeking academic credit are strongly encouraged to apply and will be prioritized. NYPI is happy to work with students and academic institutions to support academic credit requirements.

PREFERRED WORK HOURS:

Flexible within 9:00am–5:00pm

LOCATION:

Hybrid (remote and in-person at NYPI office in Manhattan)

QUESTIONS / HOW TO APPLY:

Please send your resume and brief cover letter to operations@nypeace.org.