



PSFG Fellowship Summer 2020

The Peace and Security Funders Group (PSFG) has a Fellowship opening for the summer of 2020. This is a 10-week, part-time, paid position. We aim to hire an undergraduate student or early-career candidate with a demonstrated commitment to diversity, equity, and inclusion, and a keen interest in peace, national/international security, and/or philanthropy. To apply for the position listed below, you must be eligible to work in the United States.

Please do NOT send your resume or cover letter; instead, complete this form:

https://docs.google.com/forms/d/e/1FAIpQLSfR-qtMMzZ4KZfeA5BThKLMvdsNDax_hiUWd3cFeO8lt8zXMg/viewform?usp=sf_link

If you require reasonable accommodation in completing this application, interviewing, or otherwise participating in the employee selection process, please direct your inquiries to Tamaki Laycock at tlaycock@peaceandsecurity.org or (202) 351-6821 x4.

Applications must be received by January 31, 2020.

Fellows can expect to gain an understanding of what it means to work in philanthropy and the various paths into this sector, the skills it takes to thrive in this career, and the various opportunities available around issues of peacebuilding and security. The purpose of this fellowship is to provide professional development and increase the opportunity for underrepresented communities in peace and security philanthropy, ultimately increasing diversity and inclusion in the peace, security, and philanthropy sectors.

PSFG is committed to fostering a workplace that reflects the diversity of our membership. We encourage applications from women, people of color, and bilingual individuals, as well as individuals with disabilities, and members of the LGBT+ communities. We strive to attract and mentor a diverse talent pool, foster an inclusive work environment, and provide hands-on work experience for underrepresented individuals in philanthropy.

About PSFG

PSFG is a network of foundations, individual philanthropists, and other funders invested in a range of peace and security issues. PSFG's mission is to enhance the effectiveness of peace and security philanthropy. To this end, PSFG provides a platform for communication, collaboration, and capacity-building for its members, so that they might have greater impact in their grantmaking. For more information on PSFG, visit www.peaceandsecurity.org.

Position Description

The Fellow will engage in a structured curriculum, which will provide weekly professional development sessions, as well as education on the philanthropic sector and peace and security issues. For more information on the curriculum, please visit the job posting online at <http://peaceandsecurity.org/jobs>.

The Fellow will also have the opportunity to complete resume-building “portfolio” pieces of their choice and attend meetings in D.C. on relevant issues. They will also support the work of PSFG with a variety of ongoing projects.

Details on the Position

Title: PSFG Fellow

Supervisor: Program Director

Status: Part-time (15-20 hrs/ week)

Compensation:

- \$15/hour
- Travel stipend (i.e., one round-trip bus, train, or plane ticket to D.C. or commuting compensation for 10 weeks for local candidates)
- \$1,000 housing stipend, paid in two installments of \$500. Note: PSFG does not help with finding housing in D.C.
- Networking stipend

Dates: 10 weeks between late May and late August (timeline is negotiable)

Location: PSFG’s office in Washington, D.C. The Fellow will work on- and off-site, as appropriate.

Minimum Responsibilities

- Conduct research for PSFG Executive Director and Program Directors, including projects focused on gathering and utilizing data sets
- Develop charts and tables using Excel and qualitative survey data
- Attend events on peace and security issues and create written reports for colleagues
- Assist with event planning, logistics, and other administrative work
- Develop social media campaigns (e.g., Twitter)
- Complete at least one portfolio piece of their choice, such as writing/publishing an op-ed, supporting grant writing, crafting an infographic or social media campaign, supporting event planning, or writing a white paper
- Support the refinement of the Fellowship Program, giving critical feedback to PSFG staff in order to improve the process for future Fellows

Requirements

- Must be a current undergraduate student, recent graduate, or switching careers
- Must be available for in-person work in our D.C. office
- Must be eligible to work in the United States
- Interest, coursework, or relevant experience in the fields of political science, international relations, security studies, international development, human rights, regional studies, philanthropy, or related fields.
- Comfortable with research and data-driven projects; experience with Excel is a must
- Impeccable written and oral communication skills
- Excellent organizational skills
- Ability to work independently as well as collaborate with team members
- Willingness to take direction; comfortable being proactive about suggesting process improvements
- Creativity, insight, and good attitude

Work Environment

Work is generally performed in PSFG’s Washington, D.C. office, so the Fellow will be stationary (at a desk) for extended periods of time. The Fellow will also attend meetings in the D.C. metro area on a

regular basis. A workstation, including a laptop, will be provided to complete the responsibilities for this position. The PSFG office is located on the seventh floor of an office building, accessible via an elevator.

To apply, click here:

[https://docs.google.com/forms/d/e/1FAIpQLSfR-qtMMzZ4KZfeA5BThKLMvdsNDax_hiUWd3cFeO8It8zXMg/viewform?usp=sf link](https://docs.google.com/forms/d/e/1FAIpQLSfR-qtMMzZ4KZfeA5BThKLMvdsNDax_hiUWd3cFeO8It8zXMg/viewform?usp=sf_link)