

Internship and Volunteer Opportunities in Lebanon!



The Internship and Volunteer program at AMIDEAST/Lebanon offers diverse opportunities to assist in our educational, training, and development programs. We seek to match the qualifications of applicants with program needs to meet the applicants' expectations for learning and growth and to help us achieve our goals.

The program operates year-round, and is open to everyone who shares our goals, no matter what their educational level or background is: high school students, university students, and professionals in any field.

The position responsibilities will vary, depending on which department an intern or volunteer joins. Below is a brief overview of the major tasks associated with the different departments.

- **Administration:** provide customer service to all visitors and callers and assist with day-to-day activities that support all departments and programs.
- **Communications:** create PowerPoint presentations; design forms and flyers; assist with website updates; produce audio-visual materials; write/edit; conduct research.
- **Marketing:** conduct market research; review and update the contact information database; use social media marketing tools; follow up with clients; attend fairs and forums.
- **Educational & Scholarship Programs:** assist with application and orientation processes for scholarships and exchange programs; update alumni databases; conduct research; organize workshops for students.
- **Testing:** provide callers and visitors with any necessary information regarding diverse testing products for students and professional certifications, test scores, test dates, application forms, etc.
- **English Language:** for those who are qualified, teaching English opportunities may be available; others can provide callers and visitors with information about the different courses available; assist with course registration; proctor exams; prepare logistics for courses.
- **Training:** for those with specialized skills or experience, opportunities to assist with training may be available; others can prepare logistics for workshops; conduct research; develop training materials.

In addition to those listed above, general office work is part of *any* internship. This includes data-entry, scanning, photocopying, and filing tasks, among other general administrative tasks. Other tasks or projects may also be assigned based on program needs and the qualifications of the interns and volunteers.

The program is very flexible, allowing interns and volunteers to choose their preferred start and end dates, the days of the week, and the hours they are available. In general, internship and volunteer positions are unpaid, but some stipend support may be possible occasionally, depending on the specific program.

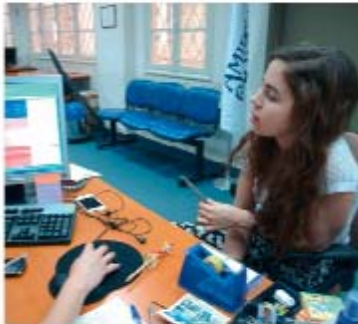
TO APPLY: submit a resume and cover letter to AMIDEAST/Lebanon.

The next intern could be you!



Meet some of our 2012 interns:

My experience at AMIDEAST has been educational in all aspects. Having witnessed the impact of non-profit work, I am now considering it as a career in the future. My internship has been both enriching and fruitful. I achieved a good balance between "office work" and field work, which requires a completely different set of skills and abilities.



Rachel Webb
Major: Public and International Affairs
Department: English Access Microscholarship

Interning here has been a great learning experience. I worked on localizing modules for a training workshop. I had to research and interview professionals to know more about the topic at hand in order to produce a great final product. Everyone is so nice, friendly and VERY helpful. My supervisor guided me through what I am supposed to do, but she gave me the freedom to work in whatever way suits me best.



Mohamad Jichi
Major: Public Administration
Department: Cisco Entrepreneur Institute

The work that I have done at AMIDEAST has taught me skills and discipline that I feel every person needs to succeed. Organizational skills and maintaining motivation are principles of a proper work ethic that will take a person far in their careers. The internship certainly was as enriching as I anticipated because I entered it hoping to gain qualities like these that only can be learned through hands on office work. I undoubtedly would recommend this for other students.



Ibrahim Halawi
Major: Political Science
Department: Training

My experience at AMIDEAST has been truly life changing. The staff of AMIDEAST and my internship supervisor served as excellent mentors, constantly pushing me to actively participate in programs and achieve the highest standards in my personal performance. I discovered a passion for international education that has helped to shape my future career aspirations. This would not have happened if not for my experience with AMIDEAST.



Andrea Rosko
Major: International Affairs
Department: Advising