



PVBLIC Foundation - Operations Intern (Remote)

About PVBLIC Foundation

[PVBLIC Foundation](#) is a global institution transforming how societies build the systems that enable resilient and future-ready development. Operating at the intersection of diplomacy, development, and innovation, PVBLIC serves as a trusted platform connecting governments, the United Nations, global family offices, and the private sector to design and implement scalable development frameworks. Through its four pillars of Nature, Technology, Capital, and Multilateralism, PVBLIC builds the infrastructure of the future by advancing environmental resilience, mobilizing catalytic capital, transferring technology, and convening high-level partnerships that drive measurable global impact. The foundation has managed programs and partnerships that have reached more than one billion people in 125 countries. Our mission is to mobilize action for sustainable and economic development and establish practical frameworks that translate policy into implementation.

About the Role

The Operations Intern plays a vital role in ensuring the smooth and efficient functioning of PVBLIC Foundation's global initiatives. This position supports internal operations, helps manage cross-departmental workflows, strengthens the organization's systems and processes, and effectively communicates the goals of the department with the rest of the Foundation. Reporting to the Manager of Operations and under the guidance of the leadership team, the Operations Intern helps align project activities, maintain documentation, and support the overall execution of strategic priorities. The role bridges communication across departments, ensuring that programs and partnerships run effectively and on schedule.

Minimum Intern Requirements

Majoring/Degree in: International Relations, Business Administration, Public Administration/Public Policy, Management, or related fields

Located in: Remote Position

Time disposititon: 25 hours a week (Negotiable)

Candidate Profile:

We are looking for candidates who:

The ideal candidate is a highly organized, proactive, and detail-oriented individual with a strong interest in nonprofit operations, sustainable development, and international affairs. The ideal candidate thrives in fast-paced, dynamic environments and is comfortable juggling multiple priorities while maintaining clear communication and professionalism.

They are adaptable, self-motivated, and eager to learn, with a willingness to take initiative and contribute to meaningful, mission-driven work. A strong interest in operations, systems, and improving internal processes is highly valued.

Demonstrated Skills and Competencies:

- Excellent organizational and time management skills; ability to manage multiple tasks and deadlines



- Strong attention to detail in managing data, documents, and internal systems.
- Strong written and verbal communication skills in English (Spanish a plus)
- Proactive, resourceful, and able to work independently and collaboratively.
- Detail-oriented with a commitment to accuracy and follow-through
- Ability to prioritize tasks and manage competing deadlines in a structured manner.
- Comfortable working in a fast-paced, dynamic, and multicultural environment
- Collaborative team player with a positive, solution-oriented attitude
- Familiarity with Google Workspace (Google Docs, Sheets, Drive, etc.)
- Interest in global development, international organizations, and the UN Sustainable Development Goals (SDGs)
- Cultural sensitivity and adaptability when working with diverse stakeholders
- Proficiency in Microsoft Excel and spreadsheet tools (e.g., Google Sheets), for data organization, tracking and basic analysis.

Roles and responsibilities:

- Support day-to-day operations across teams and initiatives.
- Assist in Coordinating project timelines, deliverables, and cross-functional communication.
- Maintain and update internal systems, databases, and records for operational accuracy.
- Support the organization and logistics of meetings, events, and partner activities.
- Collaborate across departments to streamline workflows and improve efficiency.
- Build, update, and maintain PVBLIC's central information database.
- Assist in Tracking and documenting program rollouts to identify best practices and support future implementation.
- Assisting with grant research and application development.
- Conduct research, compile notes, and prepare summaries or drafts for internal projects and external proposals.
- Support event logistics for high-level conferences, including travel coordination, registration tracking and agenda support when needed.
- Assist with outreach efforts by preparing background materials, contact lists, and briefing notes
- Support scheduling and coordination of calls and meetings with partners and stakeholders
- Knowledge of PVBLIC Foundation's internal policies and procedures and ensure team-wide adherence to established guidelines and standards.
- Identify opportunities to streamline operations and improve internal systems and processes.

Benefits of the PVBLIC Internship Program

- **Meaningful contribution to systems-level change:** Contributing to advancing the sustainable development agenda through real-world multilateral engagement.
- **Intern Accelerator for Sustainability sessions:** Coaching and mentorship designed to prepare you for future roles in public policy, diplomacy, and impact-driven sectors.
- **Recognition of your contributions:** Your skills and ideas are valued as part of a purpose-driven, globally connected institution.

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- Visibility and acknowledgment across PVBLIC's institutional and social media channels.
- Personalized recommendation letters provided upon successful completion of the program.
- Opportunity to collaborate within a close-knit team of dedicated professionals advancing global development agendas.
- Strategic networking opportunities with UN agencies, government counterparts, and mission-aligned organizations.
- Professional reference from a globally respected institution engaged in multilateral policy and sustainable development frameworks.

** Please note that **all** internship programs at PVBLIC Foundation are unpaid.*

** Interns are expected to proactively consult with their supervisor to discuss the details of the role, setting targets, and regular check-ins both before arrival and during your internship.*