

Call for Academic Support Intern

ABOUT ICNC:

The International Center on Nonviolent Conflict (ICNC) is an independent, non-profit, educational foundation that develops and encourages the study and use of civilian-based, non-military strategies to establish and defend human rights, democracy and justice worldwide. Since our founding in 2002, ICNC has pursued its mission by organizing an annual summer institute for international professionals and practitioners, academic and field seminars and workshops, and many other educational and civic programs, with participants from close to 140 countries. We also support groundbreaking research, curriculum development, translations of critical educational resources, and the development of new written and audiovisual materials about civil resistance. For more information, see: www.nonviolent-conflict.org.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: by **August 15, 2016**.

Duration: at minimum until **December 16, 2016 or possibly longer**; Part time: 20-25 hours/week (paid)

Application instructions: Visit <http://bit.ly/29nN13Z> and fill out the online application form

Application deadline: **July 26, 2016**. Applications will be reviewed on a rolling basis.

Academic Support Internship Position

The International Center on Nonviolent Conflict (ICNC) is seeking an academic support intern to work with the Senior Director for Research and Education and provide administrative, editorial and communication assistance for various academic initiatives and programs on civil resistance offered to students, faculty, researchers and educators around the world.

SCOPE OF WORK:

Each year ICNC runs programs that support academic research, teaching and writing. ICNC also conducts short academic seminars around the world, and online courses on civil resistance.

The academic support intern will help develop announcements and calls for various ICNC educational programs; respond to inquiries, help with correspondence with perspective and admitted applicants, and assist with regular updates on progress reports and final work submitted by the ICNC fellows and awardees.

The academic support intern will help take inventory of and update online resources in ICNC's academic online curriculum hosted on Moodle, as well as make regular updates to the ICNC academic programs on the ICNC website as requested.

Primary responsibilities and duties will include but are not limited to:

Editorial work

- Review calls and announcements related to ICNC academic programs. Review includes copy-editing, hyperlink-checking, formatting, posted on the ICNC website and on the email campaign platform
- Help develop webpage content related to ICNC academic programs, ICNC academic products, and recipients of ICNC funding

Communication

- Visually enhance calls and announcements about ICNC academic programs with multimedia, including finding relevant images and possibly creating graphics to accompany calls or announcements about academic programs

- Promote webinar talks, academic calls, programs and products on Twitter and Facebook; draft text for social media campaigns
- Assist in managing correspondence with ICNC academic awardees, potential and selected applicants and other outside parties who are involved or interested in ICNC academic programs

Data gathering and maintenance

- Track and analyze data on the effectiveness of promotion of academic programs, outreach to global academic audiences, and the use of the ICNC academic products
- Collect testimonials and feedback about ICNC academic programs
- Help maintain and manage academic lists in the contact database once operational

ICNC online platform

- Take inventory of and update online resources on ICNC's Academic Online Curriculum hosted on ICNC's Moodle platform
- Help set up and populate the Moodle platform with relevant descriptions and content developed for academic seminars
- Assist in other tasks related to setting up and conducting online courses and maintenance of the ICNC e-library

Administration and Logistics:

- Provide assistance to ICNC Senior Director on general administrative tasks as needed and requested

QUALIFICATIONS:

REQUIRED

- Recent undergraduate or enrolled graduate student with an excellent academic standing: GPA 3.5 and higher (a copy of the most recent academic transcript will be required);
- Candidate should have a strong interest in the following subjects: International relations, human rights, conflict or peace studies, peacebuilding, or comparative politics;
- Language: Fluency in English, including excellent English language editing and writing skills;
- Strong proficiency in Microsoft Word, Excel, Outlook, Google Docs, and social media required
- Candidate must excel at time management, and be detail-oriented and well-organized
- Must have permission to work in the U.S. and must be located in the D.C. area

PREFERRED

- Experience with WordPress or other content management systems, online publishing, and digital media preferred
- Experience with some graphic design
- Familiarity with Constant Contact or a similar email marketing platform a plus
- Experience with Moodle platform environment preferred
- Proficiency in language(s) other than English a plus

The International Center on Nonviolent Conflict is an Equal Opportunity Employer, committed to diversity in the workplace. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.