



Manager, Academic Initiatives

The International Center on Nonviolent Conflict (ICNC) seeks a Manager of Academic Initiatives who is passionate about our mission of spreading knowledge about how people can nonviolently struggle and win human rights, freedom, and justice.

Location: Washington, DC

Anticipated start date: February 15, 2017

Application instructions: Please submit a cover letter, CV, one or more writing samples totaling 5-10 pages, and at least four references. Apply at the following link: <http://bit.ly/2gbfxNe>

Application deadline: January 2, 2017. Applications will be reviewed on a rolling basis.

ABOUT THE INTERNATIONAL CENTER ON NONVIOLENT CONFLICT:

We are an independent educational foundation that develops and disseminates knowledge about how people can organize themselves and engage in nonviolent civil resistance to win rights, freedom, and justice. We communicate this knowledge to organizers, activists, scholars, civil society organizations, journalists, members of the policy community and others throughout the world.

Since our founding in 2002, we have pursued our mission by organizing two annual summer institutes (for international professionals and for activists in North America), educational seminars, workshops for people from 139 countries, and many other educational and civic programs. We also support groundbreaking research, translations of critical educational resources, and the development of new written and audiovisual materials about civil resistance. Find out more about our work at: www.nonviolent-conflict.org

DESCRIPTION:

ICNC is looking for a Manager of Academic Initiatives who is passionate about our work; knowledgeable about nonviolent civil resistance, human rights and international affairs; and who can support our expanding research, online courses, publishing, and academic support work around the world. The Manager of Academic Initiatives works closely with ICNC's Senior Director for Education and Research and provides both operational and substantive support in managing and implementing academic programs and initiatives.

ICNC's academic programs and initiatives engage students, scholars, and educators around the world, but also intersect with and inform ICNC's work for activists and organizers and members of

the policy community. As such, this staff person will also get to work and interact with all ICNC staff across all program areas, and will be supported by an academic initiatives intern.

While this position involves providing significant operational support, it also provides extensive opportunities to learn and deepen knowledge of civil resistance, which will enable this staff person to take on increasingly substantive responsibilities over time.

SCOPE OF WORK:

The position supports the following aspects of the ICNC academic and research portfolio:

Development and running of online courses

- Work with the Senior Director for Education and Research to develop ICNC's new e-learning platform to host online courses
- Work with the Senior Director for Education and Research to plan and develop content for a growing list of online courses on civil resistance
- Build specific online courses on ICNC's e-learning platform
- Moderate online courses

Editorial work

- As directed ICNC's Senior Director for Education and Research, provide editorial support for drafts submitted to ICNC as part of academic initiative programs. This involves reviewing drafts of monographs, special reports, and other written work
- Offer recommendations and implement structural and graphic design enhancements for ICNC academic products and publications

Administrative and program support for academic initiatives

- Work with the Senior Director for Education and Research to review applications for various ICNC academic initiative programs
- Define scope of work, deliverables, and timelines for inclusion in ICNC independent contractor and grantee agreements
- Assist with budget creation and tracking for various academic programs
- Manage correspondence with grantees and contractors and track timelines and deliverables
- Manage ICNC webinars (e.g. scheduling webinars, reaching out to potential speakers in consultation with the Senior Director for Education and Research, moderating ICNC webinars when requested and updating webinar information on ICNC's website)

Research and writing

- Assist ICNC's President and Senior Director for Education and Research in research, writing, and editing, as requested

Academic seminars

- Manage logistics for, and potentially travel to and present at, ICNC academic seminars

REQUIRED QUALIFICATIONS:

- MA degree in social sciences or humanities—political science, international relations, sociology, psychology, history, education, cultural studies, or related disciplines
- A minimum of three years of relevant work experience
- Writing and editing experience, preferably with an academic publisher or an editorial office at a think tank (5-10 page writing sample required)
- Experience with curriculum development (preferably through teaching experience at a university or a college)
- Experience working with developing and moderating online courses using Moodle, Blackboard or related Learning Management Systems
- Experience developing content for and updating websites
- Strong interest in the field of nonviolent civil resistance and/or human rights
- Strong interpersonal skills and the ability to collaborate and work as part of a team
- Highly organized and detail-oriented
- English language fluency, both written and spoken
- Must have permission to work in the US and be located in (or be able to relocate to) the Washington, DC area

PREFERRED QUALIFICATIONS:

- Work in the field of nonviolent civil resistance, social movements, human rights, or issue advocacy
- Experience living or working abroad, and/or working knowledge of a foreign language
- Experience with quantitative analysis or in reviewing research informed by quantitative methods
- Experience with monitoring and evaluation of NGO programs
- Teaching and presenting experience
- Competency in Adobe InDesign

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, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.