

Digital Initiatives Internship Position

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. For more information, see: www.nonviolent-conflict.org.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: Early June 2017

Duration: Six months; Part time: 20 hours/week (paid)

Application instructions: Visit bit.ly/digitalintern2017 and fill out the online application form

Application deadline: May 1, 2017. Early applications are strongly encouraged, as applications will be reviewed on a rolling basis.

ABOUT ICNC:

The purpose of ICNC is to develop and share knowledge related to nonviolent civil resistance and its practice with interested recipients throughout the world. This includes citizens and activists living under conditions of repression, injustice and corruption, and also educators, nongovernmental organizations, media professionals and members of the policy community.

To carry out our mission, we:

- organize educational events that are attended by diverse audiences, including activists, scholars, members of NGOs, policy professionals, and journalists
- hold university seminars and practitioner workshops
- support cutting edge social science research and publishing
- support the development of educational materials and resources for activists, scholars, members of NGOs and the policy community, and journalists
- provide small grants for practitioners and scholars
- connect people with educational resources and each other to help them in their work

SCOPE OF WORK:

The Digital Initiatives Intern works with the Coordinator for Digital Initiatives to update ICNC's website; provide graphic design and video production support; assist with data streamlining and digital organization of ICNC's translations library; and help to clean and normalize data for contact database migration/management. Primary responsibilities and duties include but are not limited to:

Website support:

- Compile list of English-language and translated resources on civil resistance to be posted on the website
- Assist with ongoing maintenance of website
- Assist the Coordinator, Digital Initiatives with other tasks related to website as needed

Graphic design and video production support:

- Design and draft multimedia content to enhance ICNC's annual report, brochures, social media, blog, and other digital and editorial outputs
- Support with video/audio production, including staging, lighting, sound-checking and post-production processing
- Help identify areas for enhancing ongoing projects and outputs through data visualization

Contact database management support:

- Help clean, maintain, and update ICNC contact database
- Assist with data entry
- Update email templates for use in ICNC outreach

Social media planning:

- Draft social media posts and/or campaigns for Facebook and Twitter
- Pitch ideas for content curation and promotion

Administration and other tasks:

- Provide ad hoc assistance to ICNC staff on general administrative tasks as needed and requested

QUALIFICATIONS:

- A minimum of one year of experience with website management (experience with WordPress preferred) or with producing multimedia content
- Recent undergraduate or enrolled graduate student with relevant experience preferred; experience in lieu of education will also be considered
- Languages: Fluency in English, including strong writing skills; proficiency in a second language a plus
- Proficiency with HTML editing
- Proficiency in Microsoft Word, Excel, Outlook
- 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
- Interest in any of the following subjects preferred: International relations, human rights, conflict analysis, nonviolent action, international media, website development, graphic design
- Proficiency with Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Adobe Premiere Pro or Adobe Soundbooth/Audition extremely preferred
- Copy editing skills preferred
- Experience with email campaigns and online platforms such as Constant Contact or SimplyCast preferred

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.