

Editorial and Communications 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, nonmilitary strategies aimed at establishing and defending human rights, democratic self-rule and justice worldwide. For more information, see: www.nonviolent-conflict.org.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: February 15, 2017

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

Application instructions: Visit bit.ly/EditInternICNC17 and fill out the online application form

Application deadline: **January 26, 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 Editorial and Communications Intern will work with the Director of Communications and Manager of Editorial Initiatives, focusing on three primary projects. The first is the Nonviolent Conflict News site (NVCNews.org), which provides a window into coverage of civil resistance worldwide – including the actions of movements, campaigns, individual dissidents and others who resist oppression, dictatorship, and the denial of rights.

The second project is ICNC's first-ever blog, forthcoming in spring 2017. The mission of the blog will be to serve as a go-to resource on civil resistance and a platform for reflecting and reinforcing the growing community of informed thinkers within and just beyond our field.

The third project is publication coordination for ICNC Press, which we launched in 2015 to publish three kinds of works:

- The ICNC Monograph Series, which consists of commissioned scholarly research that is written to reach practitioner communities;
- Cutting edge resources focusing on civil resistance strategy for activists, organizers and other practitioners worldwide;
- Important books and translations that might otherwise fall out of print.

Forthcoming publications include the next three publications in the ICNC Monograph Series as well as other internal and public publications.

PRIMARY RESPONSIBILITIES AND DUTIES WILL INCLUDE BUT ARE NOT LIMITED TO:

Nonviolent Conflict News (NVCNews.org) – approximately 50% of the intern's time:

- Draft and format content for editorial review
- Update and publish content on the site
- Assist in implementing strategy to develop readership, including on social media
- Track and report on readership analytics
- Assist in improving editorial and publishing process, developing ways to maximize value of site

ICNC Blog (approximately 20% of the intern's time):

- Provide editorial support for producing blog posts (i.e. copy-editing, fact-checking, formatting)
- Assist in promoting new blog posts, including on social media
- Assist in reinforcing draft posts with multimedia, including conducting research on images to accompany blog posts
- Assist in conducting a reader survey and reporting on results

ICNC Press (approximately 15% of the intern's time):

- Provide editorial and organizational support to produce and promote up to 10 publications (details above)

Other Communications and Administrative Tasks (approximately 15% of the intern's time):

- Assist in compiling information for and designing ICNC's Quarterly Resource Roundups
- Assist in compiling information for and drafting ICNC's annual report and a programs and activities brochure
- Provide assistance as needed to ICNC staff on general administrative and tasks as needed and requested

QUALIFICATIONS:

- Recent undergraduate or enrolled graduate student with writing and editing experience preferred
- Candidate should have a strong interest in: International relations, human rights, conflict resolution, peacebuilding and peace studies, international news and media, editing and writing, and/or social media
- Candidate must excel at time management, and be detail-oriented and well-organized
- Languages: Fluency in English, including excellent writing and editing skills; proficiency in other languages a plus
- Strong proficiency in Microsoft Word (including tracked-changes function), Excel, Outlook, Google Docs and Sheets, and social media required
- Experience with content management systems such as WordPress or Drupal, online publishing, digital media, project management tools (i.e. Trello), and publication layout/formatting (i.e. InDesign) preferred
- Must have permission to work in the U.S. and must be located in the D.C. area

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.