

## Editorial 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](http://www.nonviolent-conflict.org).

*Location:* International Center on Nonviolent Conflict, Washington, DC

*Anticipated start date:* Early July

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

*Application instructions:* Visit [bit.ly/editInternICNC16](http://bit.ly/editInternICNC16) and fill out the online application form

*Application deadline:* **June 14, 2016**. Early applications are strongly encouraged, as applications will be reviewed on a rolling basis.

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### **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 Intern will work with the Manager of Editorial Initiatives, focusing on three primary projects. The first is the recently launched Nonviolent Conflict News site ([NVCNews.org](http://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 fall 2016. 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 [ICNC Press](http://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 around the world;
- Important books and translations that might otherwise fall out of print.

Forthcoming publications include the next three publications in the ICNC Monograph Series; a translation of a rare account of how radio and television impacted dissidence, civil resistance, and ultimately liberation in Eastern Europe in the late 20th century; a practical guide to planning a nonviolent campaign for activists and organizers; and a guide for journalists and bloggers wishing to improve their reporting on civil resistance.

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

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

- Contribute to and assist the process of publishing content
- Draft and format content for editorial review
- Assist in improving editorial and publishing process
- Assist in managing correspondence with readership
- Assist in implementing strategy to develop readership, and to track and analyze data on readership
- Assist in developing ways to maximize editorial and educational value of site, including through tagging and archiving

*ICNC Blog (approximately 30% of the intern's time):*

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

*ICNC Press and Publications (approximately 20% of the intern's time):*

- Provide editorial and organizational support to produce and promote up to 10 publications, including a biennial report and 10-year report on ICNC programs and activities

*Administration and Logistics:*

- 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 the following subjects: International relations, human rights, conflict resolution, peacebuilding and peace studies, international news and media, editing and writing, social media
- Languages: Fluency in English, including excellent writing and editing skills; proficiency in Arabic, Spanish, French or other languages a plus
- Strong proficiency in Microsoft Word (including tracked-changes function), Excel, Outlook, Google Docs and Sheets, and social media required
- Candidate must excel at time management, and be detail-oriented and well-organized
- Experience with content management systems such as WordPress or Drupal, online publishing, digital media, 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, gender, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.*