

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

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

*Anticipated start date:* Mid July

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

*Application instructions:* Visit <http://bit.ly/digitalinternicnc2016> and fill out the online application form

*Application deadline:* July 1, 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:**

In addition to providing critical support on ICNC's recently redesigned website, the digital initiatives intern will assist with data streamlining and digital organization of ICNC's translations library, helping to clean and normalize data for contact database migration/management, and other assistance as needed. Primary responsibilities and duties will include but are not limited to:

#### *Website redesign support:*

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

#### *Contact database migration and management:*

- Clean, maintain, and update ICNC contact database
- Assist with data entry
- Assist with migration of contact database to new CRM
- 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 development or management (experience with WordPress preferred)
- Recent undergraduate or enrolled graduate student with relevant experience
- Languages: Fluency in English, including strong writing skills
- Proficiency with HTML editing and markup
- Strong 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
- Copy editing skills preferred
- Experience with email campaigns and online platforms such as Constant Contact 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.*