

Media 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 1, 2018.

Duration: Until late June. Part time: 20 hours/week (paid).

Application instructions: Visit bit.ly/2018ICNCMediaIntern and complete the online application form.

Application deadline: January 14, 2018. Early applications are strongly encouraged, as applications will be reviewed on a rolling basis.

Candidates must have permission to work in the U.S. and must be located in the D.C. area.

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; and
- connect people with educational resources and each other to help them in their work.

SCOPE OF WORK

The Media and Communications Intern will work with the Director of Communications, focusing on research, writing and media relations. S/he will assist with writing and editing content for the ICNC website, social media, the monthly newsletter, annual reports, and other published and/or publicly disseminated information. Assistance with data entry and general office duties will also be periodically required.

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

Research and Writing

- Work with staff to keep track of month-to-month events, developments and accomplishments for the first draft for monthly newsletter articles.
- Help with layout, editing, photo acquisition to finalize monthly newsletter.
- Write and update content on the website to ensure that it is current, accurate and engaging.
- Work with NVCNews.org project manager to identify and acquire stories that should be included.

Media Relations

- Assist Director of Communications in planning and executing launch events for select ICNC Press publications.
- Draft news releases, media advisories and backgrounders.
- Interface with media in pitching and pushing stories, providing materials, arranging coverage.

Other Communications and Administrative Tasks

- 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.
- Assist with data entry and maintenance of media lists, email lists, etc.

REQUIRED QUALIFICATIONS

- Recent or enrolled graduate student with excellent writing skills (writing sample required).
- A stickler for details and accuracy, English grammar, and deadlines.
- A strong interest in at least one of the following: international relations, human rights, conflict resolution, peacebuilding and peace studies, and international news and media.
- Candidate must excel at time management, and be detail-oriented and well-organized.
- Fluency in English.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, Google Docs, and social media outreach/promotion.
- Experience with content management systems such as WordPress or Drupal, online publishing, digital media, project management tools (e.g., Trello).

PREFERRED QUALIFICATIONS

- Familiarity with publication layout and formatting (e.g., InDesign).
- Journalism experience or education.
- Editing experience.
- Proficiency in other language(s).

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.