



Call for Academic Initiatives Intern

About ICNC

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. Since our founding in 2002, ICNC has pursued its mission by organizing five to six-day regional institutes around the world for scholars and practitioners, and many other online webinars, courses, and training workshops, with participants from close to 140 countries. We also support groundbreaking research, curriculum development, translations of critical educational resources, and the development of new written and audiovisual materials about civil resistance. For more information, see: www.nonviolent-conflict.org.

About the Academic Initiatives Internship

The International Center on Nonviolent Conflict (ICNC) is seeking an academic initiatives intern to work with the Manager of Academic Initiatives and Senior Director for Research and Education to provide administrative, editorial and communication assistance for various academic initiatives and programs on civil resistance offered to students, faculty, researchers and educators around the world.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: **January 28th, 2019**

Duration: Until **June 30th, 2019**; Part time: 20-25 hours/week (\$15/hr). The intern must be able to work at least 4 days per week from the ICNC office. Interns cannot work remotely.

Application instructions: Complete the [online application form](#) and upload requested materials.

Application deadline: **January 15th, 2019**. However, applications will be reviewed on a rolling basis.

Scope of Work

Each year ICNC runs numerous academic programs that support research, education, and publishing. The academic initiatives intern will help develop announcements and calls for

various ICNC educational programs, respond to inquiries, help with correspondence with prospective and admitted applicants, assist with regular updates on progress reports and final work submitted by the ICNC fellows and awardees. The academic initiatives intern will assist with building and developing online courses on the [ICNC online courses platform](#) that is based on Open edX as well as making regular updates to the [academic programs on the ICNC website](#) as requested.

Primary responsibilities and duties will include, but are not limited to:

Editorial work

- Review calls and announcements related to academic programs. Review includes copy-editing, hyperlink-checking, and formatting text for the website and email campaigns
- Help develop web page content related to academic programs, academic products, and fellows

Communication

- Visually enhance calls and announcements about academic programs with multimedia, including finding relevant images and possibly creating graphics to accompany calls or announcements about academic programs
- Promote webinar talks, academic calls, programs and products on social media; draft text for social media campaigns
- Assist in managing correspondence with academic awardees, potential and selected applicants, and other outside parties who are involved or interested in academic programs

ICNC online platform

- Assist with developing and setting up content for online courses on the ICNC online courses platform
- Take inventory of and update online resources on ICNC's Academic Online Curriculum (AOC) hosted on the ICNC online courses platform
- Assist with other tasks related to setting up and conducting online courses and maintaining ICNC online courses platform

Data gathering and maintenance

- Track and analyze data on the effectiveness of academic program promotion, outreach to global academic audiences, and the use and impact of the academic courses and other academic products
- Collect testimonials and feedback about academic programs

Administration and Logistics:

- Provide assistance to Senior Director and Manager of Academic Initiatives on general

administrative tasks as needed and requested

Internship Qualifications

REQUIRED:

- Recent graduate with a BA or an MA degree or enrolled graduate student with an excellent academic standing: GPA 3.5 and higher (a copy of the most recent academic transcript required)
- Candidate should have a strong interest in the following subjects: International relations, human rights, social movements, civil resistance, peace and conflict studies, or comparative politics
- Strong proficiency in Microsoft Word, Excel, Outlook, Google Docs, and social media required
- Candidate must excel at time management, be highly attentive to details, and well-organized.
- Able to work independently, but also responsive to instruction from supervisors and effectively implementing tasks
- Eager to offer creative feedback/suggestions to improve work projects and tasks
- Friendly & collegial towards colleagues and able to work in a shared office environment
- Language: Fluency in English, including excellent English language editing and writing skills
- Must have permission to work in the U.S. and must be located in the D.C. area

PREFERRED:

- Experience with WordPress or other CMS, online publishing, and digital media
- Experience with learning management platform environment such as Open edX or similar
- Experience with graphic design
- Proficiency in language(s) other than English

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.