

Administrative and Communications Internship Position

About ICNC

The International Center on Nonviolent Conflict (ICNC) advances the study and practice of nonviolent civil resistance to achieve rights, freedom and justice around the world. We pursue our mission by organizing workshops, webinars, courses, and other educational programs for scholars and practitioners. We also support groundbreaking research, curriculum development, translations of educational resources, and the development of new written and audiovisual materials about civil resistance. For more information, see: www.nonviolent-conflict.org.

About the Administrative and Communications Internship

ICNC seeks an Administrative and Communications Intern to work with the Publications Coordinator and Director of Communications. The intern will assist with general administrative tasks, event support, and communications. Assistance with data entry will also be periodically required.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: No later than February 7, 2020.

Duration: Through June 12, 2020.

Hours: Up to 25 hours/week.

Compensation: \$18.00 per hour.

Application instructions: Review and complete the [online application form](#).

Application deadline: January 20, 2020. Early applications are strongly encouraged, as applications will be reviewed on a rolling basis.

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

Scope of Work

Primary Responsibilities and Duties will Include but are not Limited to:

Administration and Logistics:

- Assist with accounting and financial tracking tasks, such as processing reimbursements for outside contractors and assisting ICNC staff with expense reports.
- Support in the distribution of educational materials by preparing, sending, and tracking packages of ICNC resources nationally and internationally.
- Schedule meetings and book travel for ICNC President and staff members as needed.
- Assist with data entry and maintenance of media lists, email lists, etc.
- Help with layout, research, editing, and photo acquisition for publications.
- Provide assistance to ICNC staff on general administrative tasks as needed.

Communications and Outreach:

- Assist in drafting and scheduling social media posts.
- Assist in designing and scheduling promotional campaigns for ICNC activities (webinars, seminars, etc.), and new calls for applications.
- Prepare and distribute regular reports of promotional campaign analytics (including social media platforms and email).
- Assist in responding to general email inquiries and requests.

Programs and Activities:

- Assist with logistical planning and preparation for workshops, conferences, events, and other ICNC activities.
- Participate in in-house meetings and occasional events in DC, take and

distribute notes to ICNC staff.

REQUIRED QUALIFICATIONS

- Candidates must excel at time management, and be detail-oriented and well-organized. At least 50% of this position is administrative.
- Strong writing and editing skills.
- Candidates must have strong social media skills, and past experience writing social media posts and developing campaigns for previous employers is strongly preferred.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, and Google Docs.
- 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.
- Fluency in English.
- Must have permission to work in the U.S. and must be located in the D.C. area.

PREFERRED QUALIFICATIONS

- BA or MA degree.
- Experience with content management systems such as WordPress, online publishing, digital media, project management tools (e.g., Trello).
- Familiarity with publication layout and formatting programs (e.g., InDesign).
- Familiarity with Salesforce and Pardot platforms.
- Editing experience.

- Experience with event planning.
- Proficiency in language(s) besides 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, sex, national origin, age, disability, sexual orientation, marital status or any other characteristic protected by law.