



Digital Initiatives Intern

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 Digital Initiatives Internship

The Digital Initiatives Intern will work with the Program Associate for Digital Communications to maintain ICNC's website; improve our site's user experience (including by referencing site analytics); support video production and graphic design; maintain and grow ICNC's Resource Library, the largest online database of free educational resources on civil resistance in the world; and provide general administrative assistance as needed, along with other related tasks.

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:

Website support

- Assist with ongoing maintenance of website, using WordPress.
- Assist in compiling website analytics into regular detailed reports, helping to spot trends, problem areas and opportunities for growth, using Google Analytics.
- Maintain and grow a database of English-language and translated resources on civil resistance posted on ICNC's website, using WordPress and Adobe InDesign.
- Assist the Program Associate with other tasks related to website as needed.

Graphic design/Video support

- Assist with video editing projects, such as inserting subtitles; editing longer videos down for distribution on social media and YouTube; and editing raw interview footage for distribution, using primarily Adobe Premiere and Audition.
- Assist with graphic design projects, such as designing handouts and editing images for use on ICNC's website, using primarily Adobe Photoshop and InDesign.
- Assist with updating and maintaining the ICNC YouTube Channel.

Administration and miscellaneous tasks

- Provide ad hoc assistance to ICNC staff on general administrative tasks as needed and requested.

REQUIRED QUALIFICATIONS

- Proficiency in WordPress; experience with online publishing and digital media.
- Familiarity with Adobe Premiere, Audition, Photoshop, and InDesign. Mastery is not required, but applicants should have a working knowledge of at least two of these Adobe programs, and preferably be familiar with all of them.
- Keen attention to detail and accuracy.
- An interest in international relations, human rights, conflict resolution, peacebuilding and/or peace studies.
- Fluency in English.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, and Google Docs.
- Ability to juggle and prioritize tasks, as we are a small team with a large scope of responsibility.

PREFERRED QUALIFICATIONS

- Experience using Google Analytics to inform decisions about web design and analyze the impact of digital communications campaigns.
- Experience with graphic design.
- 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.