



Intern, Education Initiatives

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 Position:

The Intern for Education Initiatives will provide support to various projects, including online education, publications, and training workshops. The Intern will facilitate communications with participants in ICNC's online course "Civil Resistance Struggles," help collect data regarding participants' learning gains, and contribute to the course report. The Intern will also support the scheduling, promotion, and hosting of ICNC webinars. This position offers the Intern an opportunity to learn about the publication process within the academic and civil resistance sectors, supporting the Publications Coordinator in preparing manuscripts for release by working directly with authors, copyediting, and securing photos to be used in book cover designs. Furthermore, the Intern will learn about nonviolent action training in international contexts by offering operational support to planning, implementation, and bookkeeping.

The Intern position is based in Washington, DC, and can be performed partially in-person at ICNC's office and partially remotely through June 2022, and answers to the Director of Field Education and Applied Research and the Publications Coordinator/Program Associate.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: No later than March 28, 2022.

Duration: Through June 30, 2022.

Compensation: \$18/hr, nonexempt.

Hours: 18–24 a week, preferably distributed in three 6- to 8-hr shifts.

Deadline to Apply: March 7, 2022. Early applications are strongly encouraged, as applicants will be reviewed on a rolling basis.

Must have permission to work in the United States and must be located in the DC area.

Scope of Work:

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

Online Course

- Compile and provide an initial review of applications.
- Communicate with applicants regarding the status of their acceptance.
- Draft weekly emails to course participants announcing the start of each module.
- Monitor participation levels and completion of surveys.
- Draft survey reports.
- Create course certificates and distribute to participants who have met all requirements.

Publications

- Assist with copyediting footnotes and bibliographies of forthcoming publications according to Chicago Manual of Style, 17th edition.
- Find creative commons–licensed images to use on the covers of monographs.

Training Workshops

- Compile a list of countries for potential training workshops
- Compile, organize, and scan receipts, and draft expense report for workshop trainings.

Webinars

- Communicate with presenters to secure biographies, headshots, and presentation descriptions.
- Draft promo webpages and emails for webinars.

Administration and miscellaneous tasks

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

Required Qualifications:

- Candidates must excel at time management and be detail-oriented and well-organized.
- Ability to juggle and prioritize tasks, as we are a small team with a large scope of responsibility.
- Strong writing and editing skills.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, and Google Forms.
- Experience with content management systems (such as WordPress and Squarespace), online publishing, email marketing systems (such as Pardot and MailChimp)
- A strong interest in at least one of the following: civil resistance, international relations, democratization, human rights, peacebuilding and peace studies, and conflict resolution.
- Professional and positive demeanor.
- Fluency in English.

Preferred Qualifications:

- BA or MA degree.
- Proficiency in WordPress and basic knowledge of HTML
- Proficiency in Salesforce and Pardot
- An understanding of citation norms according to the Chicago Manual of Style.

How to Apply:

To be considered for this position, please submit by March 7, 2022, a complete application package consisting of:

1. Cover letter
2. Resume

Submit your application via Submittable at the following URL:

<https://nonviolentconflict.submittable.com/submit/219043/icnc-education-initiatives-intern-spring-2022>

The accepted applicant will be notified of their hire no later than March 21, 2022.

For questions about this position please email academicinitiative@nonviolent-conflict.org. **Do not send resumes or attachments to this email address.**

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.