



Intern, Academic 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 Academic Initiatives will provide support to various projects, including online courses, academic and activist publishing, and general administrative tasks. The Intern will facilitate communications with participants in ICNC's online courses, help collect and present data regarding participants' learning gains, and draft the course report. The Intern will also support the scheduling, promotion, and hosting of ICNC webinars and workshops. This position offers the Intern an opportunity to learn about the publication process within the academic and civil resistance sectors, supporting the preparation of manuscripts for release by working directly with authors and designers, and by securing images to be used in books. Furthermore, the Intern will learn about nonviolent action in international contexts by providing operational support to planning and implementing events, and by providing background research as needed.

The Intern position is based in Washington, DC, and can be performed partially in-person at ICNC's office and partially remotely through June 14, 2024, and answers to the Program Manager and Executive Director.

Location: International Center on Nonviolent Conflict, Washington, DC

Anticipated start date: February 1, 2024.

Duration: Through June 14, 2022.

Compensation: \$22/hr, nonexempt.

Hours: 25/week.

Deadline to Apply: January 15, 2024. 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 Courses

- Support the creation of new courses through evaluating and adding content to the Learning Management System (LMS).
- Revise existing surveys and develop new surveys for course participants.
- Draft reports and associated webpages for completed online course programming.

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.
- Review rounds of revisions in the layout and design stage of production.

Training Workshops

- Research cases of ongoing civil resistance struggles to inform program design.
- Correspond with partners and participants of workshops for the purpose of scheduling, inviting, and promoting learning opportunities.
- Compile, organize, and scan receipts, and draft expense reports 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), and/or learning management systems (such as Open edX and LearnWorlds).
- 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 with a focus on political science, international affairs, peace and conflict studies, English, or education.
- Proficiency in WordPress and basic knowledge of HTML.
- An understanding of citation norms according to the Chicago Manual of Style.

How to Apply:

To be considered for this position, please submit by January 15, 2024, a complete application package consisting of:

1. A completed application form (at the link below)
2. Cover letter
3. Resume

Submit your application via Submittable at the following URL:

<https://nonviolentconflict.submittable.com/submit/283298/icnc-academic-initiatives-intern-2024>.

The accepted applicant will be notified of their hire no later than February 1, 2024.

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.