



DEVELOPMENT AND COMMUNICATIONS INTERN POSITION DESCRIPTION

The Education for Peace in Iraq Center (EPIC) is dedicated to helping Iraq build a more peaceful, sustainable, and democratic society. We accomplish this by advocating policies that further Iraq's prospects for peace and democracy, and through partnerships with civil society leaders seeking a brighter future for all generations of Iraqis.

EPIC is seeking one part-time, highly qualified and motivated individual to fill the **Spring 2019 Development and Communications Internship position**. Candidates are expected to be available Tuesdays, Wednesdays and Thursdays, from 9:00am to 5:00pm.

Start date: January 8, 2019

End date: May 24, 2019

If you are a student, these dates can be negotiated to match your university's schedule.

As we implement our peacebuilding initiatives in Iraq, our interns work closely with the Development and Communications Manager and the Executive Director in Washington, DC to carry out and maintain the necessary advocacy, research, fundraising, and administrative frameworks for those projects.

Responsibilities

1. Create dynamic and engaging written and multimedia content for EPIC's website, blog, social media outlets, and email communications
2. Assist EPIC staff in the production of the IRAQ MATTERS podcast, including recording, editing, and promoting new episodes
3. Regularly update website content and apply tools for Search Engine Optimization (SEO)
4. Assist in creating and editing press releases, graphics, e-newsletters, and Wiki articles
5. Assist the Communications Manager with pitching stories to the news media and preparing colleagues for interviews
6. Research prospective funding opportunities and assist in the development of written foundation and corporate proposals
7. Assist in grassroots and grassroots advocacy
8. Coordinate and promote fundraising activities through online platforms to support our projects in the field.

(continued on next page)

If you are looking for a challenging internship where you will see the results of your work, EPIC is the place for you. We highly encourage active dialogue and discussion about topics related to Iraq, the Middle East in general, U.S. foreign policy, and humanitarian relief efforts. Our interns receive as much from the program as they are willing to give.

Qualifications

- Demonstrated interest and familiarity with the Middle East and North Africa (MENA) region, especially Iraq, on humanitarian, security, and development issues
- Strong interest in non-profit management, organizational development, public affairs, issue advocacy, and/or international relations
- Excellent research and writing skills, with excellent attention to detail and the ability to process multiple tasks at once
- Ability to thoroughly research topics and find answers with limited instruction
- Strong knowledge of social media platforms, especially Facebook and Twitter
- Strong knowledge of Microsoft Office, WordPress, Adobe Photoshop, and HTML
- Well-organized and able to prioritize and manage multiple tasks
- Self-motivated, flexible, diligent, detail- and team-oriented
- Proficiency in Arabic is desired, but not required
- A sense of humor is a strong plus +

While this is an unpaid internship, limited travel assistance may be available on a case by case basis.

How to Apply

Submit a **resume, cover letter, and a writing sample** (max. 3 pages) to careers@epic-usa.org by **December 1, 2018**. Please include the title of the internship for which you are applying (Development and Communications) and your name in the subject line. Preference will be given to recent grads and graduate students, but undergrads are strongly encouraged to apply.

EPIC is an equal opportunity employer.



RESEARCH AND ADVOCACY INTERN POSITION DESCRIPTION

The Education for Peace in Iraq Center (EPIC) is dedicated to helping Iraq build a more peaceful, sustainable, and democratic society. We accomplish this by advocating policies that further Iraq's prospects for peace and democracy, and through partnerships with civil society leaders seeking a brighter future for all generations of Iraqis.

EPIC is seeking two part-time, highly qualified and motivated individuals to fill the **Spring 2019 Research and Advocacy internship positions**. Candidates are expected to be available Tuesdays, Wednesdays and Thursdays, from 9:00am to 5:00pm.

Start date: January 7, 2019

End date: May 24, 2019

If you are a student, these dates can be negotiated to match your university's schedule.

As we implement our peacebuilding initiatives in Iraq, our interns work closely with the Program Associate and the Executive Director in Washington, DC to carry out and maintain the necessary advocacy, research, fundraising, and administrative frameworks for those projects.

Responsibilities

1. Research and summarize daily political, humanitarian and security developments in Iraq.
2. Provide first hand support in publishing our weekly Iraq Security and Humanitarian Monitor (ISHM) report.
3. Monitor the latest UN and INGO findings and the administration's policies toward Iraq.
4. Attend congressional hearings and think-tank briefings and report findings.
5. Draft blog articles for publication.
6. Assist in grassroots and grassroots advocacy.
7. Provide general administrative support as well as additional responsibilities as assigned.

If you are looking for a challenging internship where you will see the results of your work, EPIC is the place for you. We highly encourage active dialogue and discussion about topics related to Iraq, the Middle East in general, U.S. foreign policy, and humanitarian relief efforts. Our interns receive as much from the program as they are willing to give.

(continued on next page)

Qualifications

- Demonstrated interest and familiarity with the Middle East and North Africa (MENA) region, especially Iraq, on humanitarian, security, and development issues
- Excellent research and writing skills, with excellent attention to detail and the ability to process multiple tasks at once
- Ability to thoroughly research topics and find answers with limited instruction
- Proficiency with Google documents and Microsoft Office is required, experience with WordPress, HTML, and/or Adobe Photoshop is preferred
- Self-motivated, flexible, diligent, detail- and team-oriented
- Experience with grassroots advocacy and organizing is preferred
- Proficiency in reading Arabic is required
- A sense of humor is a strong plus +

While this is an unpaid internship, limited travel assistance may be available on a case by case basis.

How to Apply

Submit a **resume, cover letter, and a writing sample** (max. 3 pages) to careers@epic-usa.org by **December 1, 2018**. Please include the title of the internship for which you are applying (Research and Advocacy) and your name in the subject line. Preference will be given to recent grads and graduate students, but undergrads are strongly encouraged to apply.

EPIC is an equal opportunity employer.