

## SUMMER 2016 COMMUNICATIONS INTERNSHIP

The [Alliance for Peacebuilding](http://www.allianceforpeacebuilding.org) (AfP) leads a community of 100 organizations building peaceful and just societies around the world. In this integrated field, AfP amplifies the strengths of its members through collaboration, tackling a spectrum of issues too large for any one organization to address alone. Based in Washington, DC, AfP serves as a backbone, innovation hub, and vocal advocate for our community. We reach across disciplinary divides, bridging theory and practice, linking policymakers and citizens, and innovating the cutting-edge solutions necessary to meet the challenges of today's turbulent conflict landscape.

### Summary

AfP is seeking a creative, highly-motivated professional with a strong interest in communications and peacebuilding. AfP's role as a membership network uniquely positions us to amplify the voice of our field—the communications intern will help shape AfP's institutional brand and, by extension, communicate the mission of the peacebuilding field. The communications intern will be closely involved in the development of a strategic communication plan for AfP as we enter a new year of unprecedented growth. S/he will take leadership of social media streams and have substantive input in the development of multi-layered external communication campaigns and other external communications. The ideal candidate should have familiarity with both traditional and non-traditional communication tools with a desire to find new/innovative channels of communication for AfP.

The Communications Intern position is a part-time, unpaid internship (20 hours/week) based in Washington, DC, and will accommodate a flexible schedule. A minimum of 16 hours/week is required. The internship will begin in June for the summer semester, and preference will be given to candidates that can commit to the entire internship time period, or stay on through the fall. AfP is willing to work with the candidate's higher education institution for course credit, if applicable. Interns will receive mentoring from senior AfP staff, and report directly to the Communications & Development Manager.

### Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Strategic Planning & Social Media: assist in the development and execution of strategic communication plan; this will involve institutional branding of AfP, representing our work to the public via our website, social media streams, member communications, etc.
- Writing: execute various deliverables of the finalized strategic communication plan including social media strategy and content, email communications, language for printed materials and website
- Editing: copyedit external and internal communication
- Research: stay current on communication trends as well as international peace and development news and updates
- Design: spearhead creation of visually-engaging social media posts, email campaigns, and additional brand materials

### Qualifications

- At least 3 years of completed college coursework. *Note: applicants must be currently enrolled as a graduate or undergraduate student to qualify for this internship.*
- Prior professional workplace experience preferred
- Ability to work on projects with little supervision and also seamlessly transition to team-oriented projects
- Exceptional writing and editing skills with a strong attention to detail and advanced grasp of English syntax and grammar



- Experience writing crisp, compelling content for web preferred
- Knowledge of Adobe Creative Suite a strong plus
- Familiarity with peacebuilding, conflict resolution, and/or international affairs preferred

### **Application Process**

Please send a cover letter, resume, writing sample, and a list of 3 references to:

[humanresources@allianceforpeacebuilding.org](mailto:humanresources@allianceforpeacebuilding.org), ATTN: Adiel Suarez-Murias, Communications & Development Manager. Files should be labeled "Last, First – Cover Letter" (e.g. "Twain, Mark—Resume").

**Applications are reviewed on a rolling basis and the deadline to apply is: April 6th, 2016.** The position will be filled as soon as a well-qualified person is identified.

*Only applicants meeting minimum qualifications for the position will be considered. The Alliance for Peacebuilding is an equal opportunity employer and welcomes resumes from all qualified applicants particularly women and minorities. AfP does not discriminate on the basis of gender, ethnicity, race, or persons with disabilities.*