



NONPROFIT COMMUNICATIONS AND MARKETING FELLOWSHIP DESCRIPTION AND APPLICATION DETAILS

Position: Communications and Marketing Fellow
Job Location: Washington DC or Eastern U.S. Time Zone
Employment Term: 6 months. Preferably starting by October 27
Employment Type: Full-time
Fellowship stipend: \$1,000/mo.
Required Education: Bachelor degree
Related Categories: Advocacy communications, writing, marketing, video editing
Languages: Native or fluent English required
Posted: October 7, 2020
Application deadline: October 27, 2020

Enabling Peace in Iraq Center (EPIC) is a nonprofit organization dedicated to the advancement of peace and development in Iraq. Founded in 1998, EPIC is headquartered in Washington, DC, with a field office in Erbil. The Center has a long history of working directly with civil society leaders and communities across Iraq to support vulnerable populations, monitor human security, and inform public policy. EPIC's ultimate vision is a safe and prosperous Iraq in which all citizens live free from want and fear, and with dignity. The Center is currently focused on supporting Iraqi efforts to improve governance and human rights, promote peace and recovery in conflict affected areas, and combat climate change while mitigating its impact on vulnerable populations.

EPIC is seeking a talented, motivated young professional who can make a full-time commitment for 6 months to serve as EPIC's first **Communications and Marketing Fellow**.

Start date: October 27, 2021 (or sooner)
End date: May 1, 2022

As we implement our peacebuilding initiatives in Iraq, the fellow will work closely with senior staff at EPIC's headquarters and field offices to carry out and maintain the necessary communications, marketing, fundraising, and administrative frameworks for those projects.

PRIMARY DUTIES AND RESPONSIBILITIES

- Work with EPIC consultant to edit videos for use via multiple platforms
- Support EPIC's new YouTube Channel, including creating/publishing videos, optimizing SEO, responding to comments and interacting with like-minded channels, building and retaining an audience, and promoting EPIC's work across other social media platforms.

- Publish and create dynamic and engaging written content for EPIC's website, blog, social media outlets (Twitter, Facebook and Instagram), and email communications.
- Occasionally assist EPIC staff in the production of the IRAQ MATTERS podcast, including recording, editing, and promoting new episodes.
- Assist in updating website content and applying tools for Search Engine Optimization.
- Assist in managing and updating EPIC's supporter database and email lists.
- Assist in the development of written foundation and corporate proposals.
- Monitor the latest UN and INGO findings and the U.S. administration's policies toward Iraq.
- Attend virtual congressional hearings and think-tank briefings and share summaries with the EPIC team.
- Provide general administrative support as well as additional responsibilities as assigned.

If you are looking for a challenging fellowship 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, human rights, and humanitarian relief efforts. Our interns and fellows 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
- 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, Canva, HTML, and/or Adobe Photoshop is preferred
- Video editing skills, both mobile/app-based and desktop (e.g. Adobe Premiere or similar) is preferred.
- Experience using YouTube, Twitter, Instagram, Facebook features and marketing tools a strong plus.
- Self-motivated, curious, flexible, diligent, detail-and-team-oriented
- Experience with grassroots advocacy and organizing is preferred
- A sense of humor is a strong plus +

This is a remote fellowship.

How to Apply

Submit a **resume, cover letter, recent examples of your own video editing and/or content creation, and a relevant writing sample** (max. 3 pages) to careers@epic-usa.org as soon as possible and by no later than **October 27, 2021**. Please include "Fellowship Application" 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.