RESEARCH AND COMMUNICATIONS INTERN
POSITION DESCRIPTION

The Enabling 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 2022 Remote Research and Communications internship positions**.

Start date: January 10, 2022
End date: May 13, 2022

* Candidates must be located in the Eastern time zone.

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

As we implement our initiatives to build peace, strengthen democracy, and fight climate change in Iraq, our interns work closely with senior staff to carry out and maintain the necessary advocacy, research, fundraising, and administrative frameworks for those projects.

Responsibilities

- Research and summarize daily political, humanitarian, economic and security developments in Iraq
- Regularly support publishing our weekly Iraq Security and Humanitarian Monitor (ISHM) report
- Create dynamic and engaging visual and written content for EPIC's website, blog, social media outlets (Twitter, Facebook, LinkedIn, 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.
- Monitor the latest UN and INGO findings and the 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 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
- Excellent research and writing skills, with excellent attention to detail and the ability to process multiple tasks at once
- Proficiency in reading Arabic is required
- 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
- 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 and unpaid internship.

How to Apply

Submit **a resume, cover letter, and a writing sample** (max. 3 pages) to careers@epic-usa.org by **December 3, 2021**. Please include "Internship 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.