



Washington D.C.

FOR IMMEDIATE RELEASE

July 1, 2022

The Institute for Middle East Peace is seeking Interns for a part-time Internship/Trainee opportunity. Interns are required to work remotely for the Washington D.C.-based Institute. *Interns are eligible for part-time or full-time credit hours per college and university guidelines*

Work Expectations:

- ◇ Writing Articles, Conducting Research, Assembling Reports and Studies on the Political, Social, and Economic conditions of the countries in the Middle East and North Africa (MENA) region.
- ◇ Coordination of U.S.-based and MENA-based activities and seminars.
- ◇ Liaising between Institute counterparts in Washington D.C.
- ◇ Managing social media accounts & website. Responding to digital inquiries, and e-mails, and working to develop the Institute's digital strategy.
- ◇ A minimum commitment of three hours per day, five days a week (Monday-Friday).

Work Requirements:

- ◇ Strong English writing skills. Commensurate Arabic writing/reading/speaking ability.
- ◇ An interest in the public affairs of the Middle East and North Africa (MENA) countries.
- ◇ A higher educational degree or a student presently enrolled in a college or university (Advanced Credentials, i.e., Master's and Doctoral degrees, is preferred).
- ◇ Proficiency in the use of social networking sites and Microsoft Office programs.
- ◇ Adeptness to disseminate work both digitally and orally, and in a remote format.

Application Requirements:

- ◇ A Resume or CV
- ◇ An English writing statement that does not exceed 2,500 words.
- ◇ A Statement of Interest that does not exceed one page (preferred, but not mandatory).

Send all application materials to the following email: info@theinstituteforpeace.org

*The last day to apply is **Monday, July 31st, 2022** (11:59 P.M. EST Washington, D.C. time).
Applications will be reviewed on a rolling-basis.*

For any questions or concerns, please direct them to: info@theinstituteforpeace.org

*We look forward to reading your applications.
We look forward to making a difference alongside you.
"Together, we can. Together, we will."*

The Institute for Middle East Peace is a non-profit organization operating in the U.S. District of Columbia (Washington, D.C.). It is non-partisan, non-political, and non-sectarian.

IMEP Departments

Research Department:

Our vision is to offer independent, non-partisan research on every day challenges occurring in the Middle East. Many issues in the region are either understudied, underreported, or misunderstood due to many factors, some of which are: lack of resources, censorship, and lack of collaboration between government, private, public, and nonprofit organizations.

We strive to provide our readers and community-members with fact-based arguments and further provide meaningful and sustainable solutions to everyday challenges occurring in the region.

Research Dept. Interns will assist the Research team and the Research Department-head in achieving the vision set for the Department, as described above.

Requirements:

- Undergraduate or graduate student (preferred) or recent graduate with a concentration or interest in International Relations or a related field
- Students should have completed the equivalent of four semester of college coursework (not including AP classes in high school) by the time they begin an internship
- Must be available for a minimum of 5 hours per week and up to 15 hours per week
- Strong research and writing skills
- Excellent attention to detail
- Strong Microsoft Office skills
- Arabic language proficiency preferred (but not required)

Advocacy Department:

Our vision is to educate and open a conversation with our community in an independent and non-partisan approach in order to address everyday issues occurring in the Middle East. In partnership with our local network around the MENA region and our network of IMEP college chapters across the United States and the Middle East, we hope to open a channel of communication between the experts of the region and policymakers, as well as civil society.

Advocacy Dept. Interns will assist the Advocacy team and the Advocacy Department-head in achieving the vision set for the Department, as described above.

Requirements:

- Undergraduate or graduate student (preferred) or recent graduate with a concentration in International Relations, Public Policy, American Government, or Political Science
- All applicants should have completed the equivalent of four semesters of college coursework (not including AP classes in high school) by the time they begin an internship
- Must be available for a minimum of 5 hours per week and up to 15 hours per week
- Congressional internship or experience is preferred
- Experience with Microsoft Office Suite and database management
- Ability to multitask and work well on a team

Public Engagement Department:

Our vision is to create and coordinate opportunities for direct dialogue between The Institute for Middle East Peace and the public, while bringing new voices to the table and ensuring that everyone can participate and inform the work of The Institute for Middle East Peace. The Department of Public Engagement helps open a two-way dialogue, ensuring that the issues

impacting the MENA region's proud and diverse communities have a receptive team (on the ground) dedicated to making their voices heard, and their concerns translated into action.

Together, side by side, with a civil society endowed as of, by, and for peace, The Institute for Middle East Peace aims to build upon the foundations of peaceful dialogue, reconciliation, and community, in helping build and maintain engagement with the public through outreach, communication, and public initiatives. The Department of Public Engagement works at the local, national, and regional levels to ensure community leaders, diverse perspectives, and new voices all have the opportunity to inform the work of The Institute by creating and maintaining a two-way dialogue between IMEP and communities across the MENA region.

Public Engagement Dept. Interns will assist the Public Engagement team and the Public Engagement Department-head in achieving the vision set for the Department, as described above.

Requirements:

- Creative Problem Solving
- Effective Communication
- Strong knowledge of Middle East politics
- Ability to think logically and work with great attention to detail
- Demonstrated ability to interact effectively with partners
- Understanding of Middle Eastern relations and civil society work in the region
- Ability to write clearly and concisely
- Ability to work with team members of different national and cultural backgrounds
- University studies in one of the following disciplines: International Relations, Political or Social Sciences, Law, Public Relations, Journalism, Public Administration or other relevant subjects, is expected
- Arabic language proficiency preferred, but not required

IMEP Internal Departments:

- **Communications Department (Social Media & Digital Strategy)**
- **Executive Department (Assisting, Scheduling, and Managing)**

Requirements:

- Mastery of major social media platforms such as Instagram, Facebook, Twitter, Tik Tok, LinkedIn, and WordPress website building/editing
- Must have proficiency on Canva and other social media design platforms (Preferred 1-2 years of experience)
- Basic knowledge of Microsoft Office Suite; Excel, PowerPoint, Outlook, Word, etc.
- Prior experience in marketing, video editing, or social media is preferred
- A degree in Communications or a related field is preferred, but not required
- Impeccable oral and written communication skills
- Excellent internet research skills
- Must possess a natural ability to be creative and innovative
- Ability to multitask and ability to work in a team
- Must have strong communication and coordination skills and should be capable of providing impeccable attention to detail
- Must have the ability to manage competing priorities and multiple projects under tight deadlines