



**Name of Organization:** Humanity in Action

**Name of position:** Administrative Intern (Community Engagement, Senior Fellow Network)

**First day of internship:** \*\*duration of 3+ months over the summer (*usually aligning with the start of an academic semester or summer session but timing can be flexible*)

**Last day of internship:** flexible

**Internship hours:** We are offering an internship between 25-35 hours, depending on your availability. A committed number of hours/week and predictable schedule will be determined with your supervisor to identify the best fit for you and the role requirements.

**Location:** This position is remote. You should have working hours compatible with Europe and/or the East Coast US. Must be legally allowed to work in either Bosnia and Herzegovina, Denmark Germany, the Netherlands, Poland or in the United States.

**Remuneration:** We offer a small monthly stipend, which is determined by the number of hours an individual works as well as their internship status (voluntary or fulfilling an academic requirement).

**Position description:** You will work on a variety of administrative projects as part of our alumni outreach and engagement initiatives. You will support the Community Engagement Manager by playing a vital role in day-to-day operations by utilizing strong organizational skills to ensure smooth implementation of tasks. This may include supporting the organizing and maintaining of records, files, and databases, as well as scheduling and managing calendars for alumni related activities and programming. Additionally, you will have the opportunity to assist in event planning, from concept to execution, around initiatives such as virtual reunions, demonstrating proficiency in virtual communication platforms such as Zoom. You will also be invited to join other institutional projects (support for Fellowship programming, research tasks, etc.) on an ad hoc basis.

**What you bring (skills and qualifications):**

- English fluency, both written and spoken, as all communications are conducted in English, including excellent writing skills;
- Extreme attention to detail, ability to multitask, and excellent time management skills;
- Flexibility and ability to adapt to changing projects or workflows;
- Willingness to take ownership and initiative over assigned tasks and processes;
- Solid Google Drive skills. Ideally, experience with Google Sheets and Google Docs, or a willingness to learn; and
- Genuine desire to support a small international non-profit.
- Ideal but not required: experience in event planning and organizing, Zoom skills, and ability to transform plain text into visually appealing and easy-to-comprehend material for communications internally and externally.



### **What we offer:**

We offer our interns participation in a global network of leading activists, academics, professionals, and artists passionate about shaping pluralism and human rights. Interns are part of our diverse work environment and learn valuable cross-cultural communication skills, as they engage with colleagues and program alumni around Europe and the United States.

Interns have a high degree of responsibility in a variety of operational tasks, and gain valuable insights into the strategic work and decision-making of an international non-profit organization. We intend for our interns to experience a healthy balance between independence and supervision. Our team values open community and two-way feedback, and we operate on a policy of empathy, honesty, and trust.

*Humanity in Action is committed to providing equal opportunity in employment on the basis of individual merit and personal qualifications to employees and applicants for employment. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, sex (including pregnancy, childbirth, and related medical conditions), marital or familial status, national origin, age, physical or mental disability, sexual orientation, gender expression or gender identity, citizenship status, covered military or veteran status, genetic information, status as a domestic violence victim, prior arrest of conviction, reproductive health decision making and/or any other classification protected by federal, state, or local laws. This Equal Employment Opportunity Policy is an integral part of our generally applicable personnel practices and procedures and applies to all terms and conditions of employment, including, but not limited to, hiring, promotion, compensation, benefits, termination, leaves of absence, training, the development and advancement of employees, and all other terms and conditions of employment. Any employee of Humanity in Action who violates this policy may be subject to disciplinary action, up to and including termination.*

**To apply, please send your resume (in English, maximum two pages) in PDF format along with a cover letter. You may address cover letters to “Humanity in Action Team” and send to [usa@humanityinaction.org](mailto:usa@humanityinaction.org) with the following subject line: “Application: Community Engagement Administrative Intern”**