



Position Title: Administrative and Communications Intern

Reporting to: Community Engagement Manager

Location: Remote

Start Date: September 8th, 2025

Duration: 4 months (September-December 2025, with a possibility to extend)

Hours: Up to 15 hours per week

Remuneration: This internship includes a \$500 stipend upon successful completion. While unpaid on a weekly basis, we are committed to supporting interns in receiving academic credit or fulfilling equivalent university or professional requirements. We are also happy to provide any necessary documentation or evaluations, as well as a personalized letter of recommendation based on your contributions.

Applications are due August 18th and will be reviewed on a rolling basis.

About the Role

Humanity in Action is seeking a part-time Communications & Administrative Intern to support our Senior Fellow (alumni) engagement initiatives. This remote role is ideal for someone who is highly organized, has a strong eye for detail, and is passionate about using communications and operational tools to build community and advance human rights.

The intern will report to the International Operations Director and work closely with the Community Engagement Manager and contribute to both backend administrative workflows and outward-facing communications projects. The role is fully remote, with working hours ideally compatible with Europe or the East Coast US.

Responsibilities

Communications (Comms) Support

- Help develop content that will be circulated across our platforms, including the “Senior Fellows: Making a Difference” every-other-month impact report message.
- Draft, edit, and refine content such as social media posts, event recaps, and news updates aligned with Humanity in Action’s voice and style.



- Support digital storytelling and design of community updates, internal visuals, and light editorial projects.

Administrative & Operational Support

- Maintain and update internal databases, lists, and engagement tracking on Humanity in Action's CRM Hubspot.
- Provide logistical and scheduling support for monthly webinars and other online programming.
- Support planning and documentation for events and communications initiatives.
- Participate in occasional cross-departmental projects, such as research and alumni outreach.

Who You Are

- Fluent in English with excellent writing, editing, and communication skills, including experience with Canva.
- Meticulous with details, deadlines, and document organization.
- Curious, flexible, and able to shift between creative and administrative tasks.
- Proficient with Google Drive tools (Docs, Sheets, etc.).
- Comfortable working independently and remotely in a multicultural team.
- Committed to the values of pluralism, equity, and democratic engagement.

Preferred but not required:

- Experience with content creation, event planning, or Zoom facilitation.
- Experience with CRM systems such as Hubspot and platforms such as Mailchimp
- Familiarity with visual design tools or turning raw text into engaging content.

What We Offer

- A hands-on experience at the intersection of nonprofit administration and digital community-building.
- Exposure to a vibrant global interdisciplinary network working across activism, academia, and advocacy.
- Mentorship and regular check-ins to support your professional growth.



- A collaborative environment rooted in empathy, trust, and openness.
- A certificate of completion and reference upon successful fulfillment of responsibilities.

Internship Certification

Upon successful completion of the internship, Humanity in Action will issue a certificate verifying participation and outlining the intern's responsibilities and contributions.

Rights and Responsibilities

Intern's Responsibilities:

The intern agrees to:

- Follow guidance provided by Humanity in Action's Community Engagement Manager and fulfill assigned tasks.
- Adhere to agreed working hours and schedules.
- Notify the supervisor promptly in case of absence.
- Respect confidentiality at all times.

Humanity in Action's Responsibilities:

The organization agrees to:

- Provide a meaningful, structured internship experience aligned with the responsibilities outlined under Internship Responsibilities.
- Ensure that the assigned tasks support the intern's academic and professional development.
- Maintain regular communication and supervision throughout the virtual internship.

How to Apply

To apply, please submit:

- A one-page cover letter (addressed to the "Humanity in Action Team"),
- A resume (max. two pages),
- The name and contact information of one professional reference.



Submit your materials via our online portal:

👉 <https://www.humanityinaction.org/jobs/apply-to-humanity-in-action/>

If you have any questions, please email j.pottle@humanityinaction.org with the subject line: *Administrative and Communications Intern Inquiry*. Applications will be reviewed on a rolling basis.

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.