



## Internship Opportunity

### Pedagogy Manual Intern

**Organization:** Humanity in Action, Inc.

**Location:** Remote

**Duration:** One semester - 3 months (part-time, flexible schedule), Fall 2025 or Spring 2026

**Reports to:** Executive Director

### About Humanity in Action

Humanity in Action (HIA) is an international non-profit organization that cultivates principled leaders who act for democracy, pluralism, and human rights. For over 25 years, HIA has brought together emerging and established leaders through transatlantic educational programs, Fellowships, and community initiatives in the United States and across Europe.

Our signature **Leadership Development Fellowships**—in the United States, Denmark, Germany, the Netherlands, Poland, and Bosnia & Herzegovina—bring together diverse cohorts of university students and recent graduates to explore historical and contemporary issues of democracy, social justice, and human rights. Fellows learn through dialogue, experiential learning, and collaborative action projects that extend far beyond the program itself.

### Position Overview

Humanity in Action is seeking a motivated and detail-oriented **Pedagogy Manual Intern** to help document, synthesize, and codify the organization's **signature Fellowship pedagogy** into a clear, accessible manual. This manual will serve as a guide for staff and trainers across all HIA offices to ensure programmatic coherence and quality across countries.

This project is a unique opportunity to contribute to the field of international leadership education—working at the intersection of civic engagement, human rights, and experiential learning.

### Key Responsibilities

- **Research and Documentation:**  
Conduct in-depth interviews with HIA leadership, including national directors, the founder, trainers, and staff to capture the philosophy, history, and evolution of HIA's Fellowship model.
- **Synthesis and Writing:**  
Compile, organize, and synthesize interview findings, archival materials, and program



documents into a cohesive manual describing HIA's core pedagogical principles, facilitation methods, and training practices.

- **Framework Development:**  
Collaborate with program staff to identify recurring themes, principles, learning objectives, and exercises that define HIA's model of leadership development.
- **Drafting and Editing:**  
Write and edit the manual in clear, engaging language suitable for internal training and external dissemination.
- **Coordination and Communication:**  
Maintain consistent communication with the Executive Director and international office directors to align content and gather feedback.

## Qualifications

- Strong writing and editing skills, with the ability to synthesize complex ideas clearly.
- Demonstrated interest in **leadership development, education, human rights, or democracy work.**
- Experience with qualitative research (interviews, narrative synthesis, case studies).
- Excellent organizational and communication skills; ability to work independently and collaboratively across cultures and time zones.
- Familiarity with instructional design, curriculum development, or nonprofit program evaluation is a plus.

## Learning Outcomes

By the end of the internship, the intern will have:

- Gained hands-on experience in educational program design and documentation in an organizational culture
- Built professional skills in qualitative research, cross-cultural communication, and organizational development.
- Developed a deep understanding of Humanity in Action's transatlantic model of civic and human rights leadership training.
- Experienced 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.

## Compensation & Commitment

This is a remote, unpaid academic internship for course credit or professional experience, with flexible scheduling of approximately **10–15 hours per week**. Humanity in Action is happy to support academic credit or independent study arrangements with universities.



## Applying

To apply, please submit a cover letter (one page) and a resume (max. two pages) to [usa@humanityinaction.org](mailto:usa@humanityinaction.org). If you have any questions, please email [usa@humanityinaction.org](mailto:usa@humanityinaction.org) with the subject line: Pedagogy Manual 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 or 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.