DESCRIPTION OF THE OPPORTUNITY
The Institute for Economics and Peace is seeking 2 motivated interns to support outreach, fundraising, event planning and administration in its New York and Mexico Offices. While no formal / technical research is conducted in these offices, it will provide a unique opportunity to become more familiar with IEP’s research in a way that strongly compliments any stages of a peacebuilding career. This is an unpaid internship, but IEP is happy to facilitate academic credit where applicable.

The first internship is based in New York City and may include occasional travel to DC. The second internship is based in Mexico City and may include occasional travel within Mexico. English and Spanish fluency is required respectively; ideally any candidate would be able to speak, read and write both.

We are hoping to fill both of these positions by March 1st, 2020. While we remain flexible to personal and study related needs, the ideal candidate would be able to join the team full-time (40 hours) for a period of at least 3 months. We unfortunately can’t consider commitments of less than 20 hours a week as these would not provide the structure necessary to ensure a rewarding experience for all involved.

POSITION RESPONSIBILITIES
• Help manage IEP’s intense schedule of speaking engagements, seek out new speaking opportunities and where appropriate, represent IEP at local public events.
• Support fundraising and outreach efforts by proactively researching and suggesting new networks and organizations with whom we can potentially engage.
• Compile short research briefs on organizations, initiatives and people of particular interest to the organization.
• Support in the preparation and planning of IEP’s annual events, conferences and training sessions, including but not limited to the Global Peace Index, Global Terrorism Index and Mexico Peace Index Launches, the Positive Peace Conference, UN and regional side events and Positive Peace workshops. This can include detailed logistics from venue selection to organizing speaker travel.
• Support the management of organizational contacts, partners, event attendees, funders and files by maintaining (and ideally improving) internal systems.
• Undertake standard office support duties, including but not limited to regularly inputting new contacts into IEP contact databases, completing monthly expense reports, and executing report mailings.
• Become familiar with IEP’s research, particularly that related to building Positive Peace.

Responsibilities may include additional projects and tasks at the discretion of the IEP Office Manager. Context of how this relates to IEP’s core work will always be provided.
POSITION QUALIFICATIONS:
- The internship candidate must have excellent organizational, written and verbal communication and time management skills.
- They must be deadline-oriented and flexible and be able to multitask simultaneous projects and to communicate ahead of time if they are unable to execute an assigned project or task.
- Because IEP New York and Mexico offices have only two staff members, it is important that the candidate is comfortable working independently.
- Proficiency in Microsoft Word, Excel, PowerPoint and Internet research is required. Basic database proficiency is useful.
- An interest in peace, development, data and international issues is helpful, as is an interest in outreach and fundraising.

TO APPLY:
Thank you for your interest in interning with IEP. To apply, please send answers to the following 3 questions (in the body of your email) along with an updated CV to one of the addresses listed below. Please write “March Internship Opportunity” in the title box.
- What specific past experience (personal or professional) do you consider most relevant to the internship as described here, and how will that experience advance the work of IEP’s New York or Mexico office?
- What is your current area of study/work and what do you hope to take from this internship?
- When could you start and how much time could you commit to this opportunity? (weekly hours and length of internship)

For the New York based internship: Laurie Smolenski, lsmolenski@economicsandpeace.org
For the Mexico based internship: Carlos Juarez, cjuarez@economicsandpeace.org

Laurie and Carlos may also be contacted for questions. Please write “March Internship QUESTION” in the title of the email and keep questions brief and to the point. Out of necessity answers may be short.

ABOUT THE INSTITUTE FOR ECONOMICS AND PEACE
The Institute for Economics and Peace (IEP) is the world’s leading think tank dedicated to developing metrics to analyze peace and to quantify its economic value. It does this by developing global and national indices, calculating the economic cost of violence, analyzing country level risk and understanding positive peace. We aim to create a paradigm shift in the way the world thinks about peace. We use data driven research to show that peace is a positive, tangible and achievable measure of human well-being and development. The research is used extensively by governments, academic institutions, think tanks, non-governmental organizations and by intergovernmental institutions such as the OECD, Commonwealth Secretariat, World Bank and United Nations. The Institute was ranked in the top 15 most impactful think tanks in the world on the Global Go To Think Tank Index.