

IEP NY INTERNSHIP PROGRAM DETAILS

This position is only available to people based in New York, with US work authorization

DESCRIPTION OF THE ROLE

The Institute for Economics and Peace (IEP) is seeking an intern to support the Institute's outreach, partnership development and peace education work in the Americas. The ideal candidate would be able to join the team in-person for a minimum of 3 days a week for a period of 3-6 months, but there is some flexibility on this. While no technical research is conducted in our NY office, this internship will provide a unique opportunity to become more familiar with IEP's award-winning research and to develop skills that we think will strongly complement any stage of a peacebuilding career.

Please note this position is UNPAID. A monthly unlimited MetroCard, computer and desk space will be provided, as well as a UN Grounds Pass allowing you to attend the majority of events at the UN's Headquarters in NY. A priori, this internship opportunity DOES NOT include travel.

POSITION RESPONSIBILITIES

- Support outreach efforts by developing briefs on individuals, governments and organizations with whom IEP plans to engage.
- Draft briefing notes to prepare the Executive and Deputy Director for high-level meetings and presentations, often using IEP data.
- Support the organization and coordination of IEP speaking engagements.
- Help plan and prepare annual events, conferences and training sessions, including but not limited to presentations of the Global Peace Index, Global Terrorism Index, the Mexico Peace Index and delivery of Positive Peace workshops.
- Submit weekly contributions to the Future Trends newsletter and write an article published on IEP's Vision for Humanity site.
- Provide punctual support for ongoing projects and partners.
- General Administration, including updating contact lists, processing mail, reconciling expenditures, office-related file and data processing and maintenance.
- Other projects and tasks at the discretion of the Executive and Deputy Directors.

POSITION QUALIFICATIONS

- Excellent organizational, written and verbal communication skills.
- Deadline-oriented, flexible and able to multitask simultaneous projects.
- Able to communicate ahead of time if they are unable to execute an assigned task.

- Ability to work independently and to effectively manage time, including any down time between projects.
- Demonstrated interest in peace, development and international issues.
- Expertise in the Americas Region is welcomed.

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.

To learn more about IEP and its work please visit:

www.economicsandpeace.org or www.visionofhumanity.org