WIIS Gender and Global Security Program Assistant

Due to COVID-19, all internships will be virtual for the foreseeable future.

Women In International Security (WIIS) Gender and Global Security Program Assistants work part-time (20 hours per week). Strong candidates should have, or are currently completing, an M.A. or B.A. in Women’s/Gender Studies, Conflict and Resolution, Security Studies, International Relations, International Law, Political Science, or a related field. Fall Internships typically begin in the month of September, and last until mid-December. As the situation COVID-19 develops, we have determined that our office will be functioning remotely for the rest of 2020 and into 2021.

Duties/Responsibilities:

● Conduct research & produce 1-2 blogs on topics related to gender and international security;
● Conduct member interviews & assist with membership issues;
● Participate in mandatory trainings, weekly team meetings & general administrative duties;
● Attend and report on key events and discussions relevant to WIIS program objectives;
● Monitor and track programmatic activities and research;
● Organize and help facilitate events and large projects.

Qualifications:

● Excellent written and oral communication skills;
● At least one year of professional experience is strongly preferred;
● Solid organizational abilities and detail-oriented;
● Strong research and computer skills;
● Experience and/or interest in global security and gender issues;
● Current student or recently graduated.

Benefits:

● Experience working at a unique global, leadership organization;
● Collaboration within a positive team environment;
● Increased understanding of and alignment with global security issues;
● Career mentoring and professional development;
● Networking with other professionals working on global security issues.

How to Apply: Please send your resume and cover letter to info@wiisglobal.org with “Gender and Global Security Program Assistant” in the subject line. Applications will be reviewed on a rolling basis.

Please note: International applications are welcome to apply but candidates must be authorized to work in the United States. Women In International Security does not facilitate visas for applicants. This is an unpaid position.

WIIS does not discriminate in its activities or operations on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, familial status, source of income, genetic information, place of residence or business, status as a victim of an intrafamily offense, or credit information. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, and affiliates. Both men and women are encouraged to apply.

Please email info@wiisglobal.org with any questions, or with your application.