

World Without Genocide is a human rights organization headquartered at Mitchell Hamline School of Law in St. Paul, MN. We provide **education** to raise awareness about past and current conflicts and **advocacy** at local, state, and national levels for policies and legislation to protect innocent people, prevent genocide, prosecute perpetrators, and remember those whose lives have been affected by genocide.

We address conflicts in the past, those occurring today, and the challenging problems of child soldiers, human trafficking, gender-based violence, weapons trafficking, and resource scarcity or abundance as causes of conflict.

More information is available at [www.worldwithoutgenocide.org](http://www.worldwithoutgenocide.org).

**Program and Operations Intern – Fall 2016**

* 15-20 hours per week
* Unpaid; college internship or course credit can be arranged in relevant disciplines

**Responsibilities**:

* Assist in the development of content for social network pages and manage as necessary
* Write press releases and submit to local news sources
* Provide organizational and administrative support for programs and initiatives as needed
* Assist in coordinating educational events and *Tents of Witness: Genocide and Conflict* exhibit ([www.worldwithoutgenocide.org/tents](http://www.worldwithoutgenocide.org/tents))
* Attend staff meetings as necessary
* Perform other office and related duties as needed

**Required Qualifications:**

* B.A. (or currently in process) in history, political science, global studies, or another related field
* Clear and effective written and oral communication skills
* Effective time management and organization skills
* Strong attention to detail, problem-solving skill, flexibility, and ability to work well independently
* Ability to work closely with diverse individuals and with representatives of various organizations
* Knowledge of Microsoft Office Suite
* Commitment to human rights

 **Desired Qualifications:**

* Experience in an office environment with administrative support
* Ability to work independently and to be self-motivated
* Graphic design interest or experience, particularly using InDesign software
* Positive outlook, high energy, ability to interact well with diverse publics, professional self-presentation

**How to apply:**

Please send a resumé, cover letter, and three professional references **as a single PDF** to admin@worldwithoutgenocide.org by **August 22, 2016.**