Internship Position
The Albert Einstein Institution is a non-profit organization dedicated to advancing the worldwide study and use of strategic nonviolent action in conflict. To learn more about the institution, please visit our website at www.aeinstein.org.

General Information
Location: The Albert Einstein Institution, Boston, MA
Duration: Fall Semester 2015
Instructions: Please send your cover letter, resume and one-page writing sample to jessica@aeinstein.org in an email titled “Internship.”

Responsibilities and duties may include, but are not limited to:

Publications
• Assisting in the copy-editing, production, and promotion of new publications.
• Assisting in the fulfillment of publication orders and requests.
• Maintaining records of publication sales, distribution, returns, and credits.

Research
• Following world news events through a variety of resources including personal interviews with activists when possible.
• Assisting in the regular upkeep of the Institution’s social media accounts and website.
• Assisting senior staff with a variety of research projects.
• Attending and taking notes on meetings with activists and other visitors.

Translations:
• Helping to maintain a spreadsheet of existing and in-progress translations.
• Communicating with current translators, evaluators, and publisher to ensure the institution’s translation guidelines are followed.
• Receiving new translations and key terms lists, identifying and enlisting evaluators, and managing problems identified by evaluators.

Other duties:
• Providing assistance to AEI staff on general administrative tasks as needed, including helping to organize institution events as needed. *** As we are a small office with significant reach, we ask that interns be very flexible in responding to the changing needs of the organization. At the same time, we are committed to supporting our interns’ strengths and learning goals during their time with us.

Qualifications
• Undergraduate student, graduate student, or recent graduate preferred
• Must have permission to work in the U.S. and must be located in the Boston area
• Fluency in English, including excellent writing and editing skills, required
• Proficiency in Microsoft Word and Excel for Mac required