






# Women without Borders

## Internship information and application guidelines

Thank you for your interest in an internship opportunity at Women without Borders (WwB) in Vienna. We process applications on a quarterly basis and would be glad to include yours in our pool of potential interns. This document provides background information on the organisation, details the various internship tracks, and provides an overview of the contents to be submitted by you and your referees. University students (entering their final year of undergraduate study), recent graduates, and postgraduates in related fields are welcome to apply. Please note that we do not accept applications from interns who cannot commit to at least 3 months and 32 hours per week.

## About

Women without Borders (WwB), a Quasi International Organisation headquartered in Vienna, was founded by Edit Schlaffer in 2001. To date, we have implemented some eighty projects across thirty countries in the areas of Female Leadership, Capacity Building, Gender Based Violence, Intercultural Dialogue, and Preventing Violent Extremism. Our emphasis rests on translating evidence-based research into needs-based grassroots programming.

-  *empowering the female leaders of today and tomorrow at the individual, community, and global levels*
-  advocating for a future without fear, suppression, and violence against women
-  bringing the voices of impactful local leaders to the attention of the world
-  introducing and normalising the idea of mothers as the first line of defence in their homes and communities
-  supporting and inspiring women in the process of moving from victimhood towards agency

## Tasks and Responsibilities

The general duties of interns include but are not limited to: transcribing interviews; contributing to qualitative research reports; supporting WwB in admin-related matters; and writing background papers on the social and political context of countries within which we work or plan to implement projects. WwB seeks candidates with strong interpersonal skills and a proven record of being able to multitask.

We offer three internship tracks. Your covering letter should include your preference and speak to your suitability for one or more tracks (in order of preference). Since WwB operates project and needs-based, please note that you may be assigned another track. You are expected to be able to move between tracks and meet the basic requirements of the following expectations.

### Research and Editing Internship

<i>Responsibilities</i>	<i>Requirements</i>
<ul style="list-style-type: none"> <li>• Conduct research and write background reports</li> <li>• Provide administrative support to core staff</li> <li>• Assist in factchecking and proofreading</li> <li>• Manage databases and input information</li> <li>• Assist in writing of newsletters and quarterly reports</li> </ul>	<ul style="list-style-type: none"> <li>• Exceptional English or German language skills</li> <li>• Creativity, curiosity, and an eagerness to learn</li> <li>• Attention to detail and consistency</li> <li>• Research experience and analytical skills</li> <li>• Language skills in WwB project countries (desired)</li> </ul>

### Communication and Online Engagement Internship

<p><i>Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Manage social media accounts</li> <li>• Create related content (text, graphics, etc.)</li> <li>• Develop and execute new strategies</li> <li>• Stay abreast of emerging trends and platforms</li> <li>• Design templates, pamphlets, reports, etc.</li> </ul>	<p><i>Requirements</i></p> <ul style="list-style-type: none"> <li>• Proficient in social media</li> <li>• Some experience with content creation programmes</li> <li>• Creativity, curiosity, and an eagerness to learn</li> <li>• Attention to detail and consistency</li> </ul>
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### Operation Support Internship

<p><i>Responsibilities</i></p> <ul style="list-style-type: none"> <li>• Provide general administrative support</li> <li>• Transcribe interviews</li> <li>• Assist in community outreach programmes</li> <li>• Assist in content creation (newsletters, quarterly reports)</li> <li>• Project-related tasks assigned by the WwB team</li> </ul>	<p><i>Requirements</i></p> <ul style="list-style-type: none"> <li>• Exceptional writing and communication skills</li> <li>• Creativity, curiosity, and an eagerness to learn</li> <li>• Attention to detail and adaptability</li> <li>• Experience with nonprofits (desired)</li> <li>• Language skills in WwB project countries (desired)</li> </ul>
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## Application checklist

We will confirm receipt of your application when all of the following supporting material has been submitted.

- **Covering Letter** indicating suitability for chosen track(s), reasons for applying, intended start date(s), and possible duration.
- **Curriculum Vitae** of no more than two pages.
- **Letter of recommendation(s)** from a recent supervisor and/or an academic familiar with your work. Kindly have your referees send their letters directly to [office@women-without-borders.org](mailto:office@women-without-borders.org) with the subject line 'Internship Reference | WwB InternRef\_[Surname]'.
- **Optional: writing sample(s)** of up to 5000 words, incl. footnotes/endnotes. Either a single piece, two articles/papers of up to 2500 words each, or a dissertation with a short description drawing attention to relevant chapter(s).

With the exception of the reference(s), please send all of the above as a PDF document in one e-mail to [office@wwb.org](mailto:office@wwb.org) with the subject line 'Internship Application [Surname]'. We look forward to receiving and reviewing your application!

Women without Borders Change the World

[wwb.org](http://wwb.org) | [office@wwb.org](mailto:office@wwb.org)

