

# Women without Borders

## Student 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 student interns. This document provides background information on the organisation, details the various tasks and responsibilities, and provides an overview of the contents to be submitted by you and your referees. University students (entering their third or fourth year of undergraduate study), and current graduate students in related fields are welcome to apply.

*Please note:*

- *We do not accept applications from interns who cannot commit to at least 3 months and 32 hours per week.*
- *As WwB is a project-based NGO, compensation is not provided; it is therefore encouraged for students to seek credit and/or scholarships as part of this internship.*

## 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 forty countries in the areas of Women's Leadership, Capacity Building, Gender Based Violence, Empowering Dialogue, and Preventing Violent Extremism. Our emphasis rests on translating evidence-based research into needs-based grassroots programming.

-  empowering women 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

## Summary of responsibilities

The general duties and tasks of interns include but are not limited to:

- Transcribing interviews
- Conducting background research and assisting in the writing of background reports
- Assisting in factchecking and proofreading
- Managing databases and inputting information
- Managing social media accounts
- Creating related content
- Conducting research into the latest trends on social media platforms
- Assisting with the development of social media campaigns and strategies
- Assisting in project-related activities, as needed
- Providing general administrative and operations support

## Requirements

- Creativity, curiosity, and an eagerness to learn
- Attention to detail, consistency, and adaptability

- Research experience and strong analytical skills
- Proficiency in social media (experience in content creation platforms such as Canva or Adobe a plus)
- Exceptional writing and communication skills
- Experience working in a non-profit or NGO setting (desired, not required)
- Fluency in English and/or German (both a plus)

## Application checklist

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

- **Covering Letter** indicating suitability, 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!

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