

## Editor Assistant Internship

### About us

**Beyond the Horizon International Strategic Studies Group (ISSG)** is a non-partisan, independent, and non-profit think & do tank. The mission of Beyond the Horizon ISSG is to promote global peace and security by empowering decision and policymakers with knowledge and advocating paths to prevent, mitigate or end crises and conflicts.

Beyond the Horizon ISSG is unique in its focus on realistic policies and in-depth analyses to offer comprehensive solutions on topics related to international politics and security, peace and conflict studies.

BtH ISSG's funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

BtH ISSG is recruiting an editor assistant intern for a duration of 3 to 6 months. This role is an excellent opportunity to develop your editing skills and increase your area knowledge. Due to the pandemic, the internship will be remote.

Ideal starting date: May 2021

### Main tasks

The editor intern will assist Editor in Chief in the following tasks:

- Plans, coordinates, and revises material for publication in Beyond the Horizon Website, including commentaries, research, Crisis Horizon assessments, and quarterly Horizon Insights Journal.
- Prepares, rewrites and edits copy to improve readability, or supervise others who do this work.  
Reads copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Plans the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Verifies facts, dates, and statistics, using standard reference sources.
- Reviews and approves proofs submitted by composing room prior to publication production.
- Develops story or content ideas, considering reader or audience appeal.
- Oversees publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
- Confers with management and editorial staff members regarding placement and emphasis of developing news stories.
- Reads, evaluates and edits manuscripts or other materials submitted for publication and confer with authors regarding changes in content, style or organization, or publication.
- Arranges for copyright permissions.



# BEYOND THE HORIZON

INFLUENCING AND PROMOTING GLOBAL PEACE AND SECURITY

Tasks will be modified/finalized after the interview with the candidates.

## Your background and qualifications

- You are a graduated (preferred master) student studying political or social sciences, focused on international relations and/or security studies.
- You have an excellent command of English, both orally and in writing; knowledge of Arabic is a plus.
- You have excellent drafting and editing skills.
- You are interested in International Relations, Security Studies, MENA Region.

## Your profile

- You are able to work in an international research team involving both junior and senior colleagues and can work independently.
- You are able to respect deadlines, manage multiple tasks and changing priorities.
- You enjoy teamwork and are open to giving and receiving feedback.
- You are willing to learn and have a creative spirit.

## What BtH ISSG offers

We offer a full-time unpaid internship for 3 to 6 months. We would like the preferred candidate to start her/his activities in May 2021.

## Career development prospects

This position will give you the opportunity to gain valuable skills, training and experience in an international think tank. You will gain skills related to research, event and project management.

## More information

Further information about the position can be obtained from Onur Sultan; Terrorism, Conflict and War Directorate: [onur.sultan@behorizon.org](mailto:onur.sultan@behorizon.org)

## Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae listing your past experiences in conducting research as well as events and projects management. Please mail to [info@behorizon.org](mailto:info@behorizon.org) with "Intern – Editor Assistant" in the subject line by 01 April 2021.