

Accountable Now Internship and Fellowship Program

About Accountable Now

Accountable Now is a global membership platform that supports civil society organizations to be more transparent, responsive, impact-focused, and community-led. For more than 15 years, we have been working to shift power, champion equity, and embed dynamic accountability into everyday practices.

Our work focuses on supporting civil society organizations to continuously reflect, learn, and adapt to strengthen or embed new ways of working grounded in processes of inclusive, participatory and meaningful engagement with all stakeholders. It goes beyond monitoring & evaluation, due-diligence and compliance, driving accountability as a process that centers communities' voices, feedback, and preferences.

Our headquarters is in Berlin, Germany but our staff, Fellows, and Interns currently work across Germany, the US, and other EU countries.

Our values and commitment to equity

Accountable Now is committed to ensuring a fair and equal recruitment process, and we seek to recruit staff from all sectors of the community. All applicants will be treated equally, regardless of gender, sexual orientation, social status, race, ethnic origin, religious belief, age, disability, or any other factor irrelevant to performance. In fact, we actively seek and welcome applications from individuals from communities and/or whose identities have historically been underrepresented, marginalized, and/or persecuted.

Accountable Now and its staff operate in line with the following organizational values:

- **Openness:** We are transparent in all our activities and practice an open culture of feedback between staff members regardless of their position and also externally with any other stakeholders of the organization.
- **Horizontality:** We practice a culture of horizontal hierarchies and responsive decision making internally and externally.
- **Respect:** We are respectful of people's nationality, gender and religious background. We respect and value every person's opinion.
- **Self-critical:** We have an open culture of discussing failures and improving our work through continuous learning.
- **Partnership:** We value the expertise of others and want to establish mutual partnerships with everyone we interact with and break up common power structures.

About our intern and fellowship program

Accountable Now provides competitive and exciting opportunities for current and recent undergraduates, masters students, and PhD candidates to support our programmatic, operational, and advocacy-related work. **Internships** are available to current undergraduate or recently graduated bachelor's students; and **Fellowships** are available to current or recently graduated masters or PhD students.

Interns and Fellows must be prepared to work at least **10 hours per week for a minimum of 3 months** to be considered. At times, we are open hosting an Intern or Fellow for shorter/less time, but these are rare and we are not able to offer stipends in these cases. Accountable Now is happy to submit paperwork or information to universities to get course credit or complete graduation requirements for externships, practicals, or work experience. We have **no location requirements** for Interns or Fellows, and are happy to have individuals prepared to work remotely from anywhere in the world.

Below, find descriptions for our **on-going internship and fellowship opportunities**, and any special projects or assignments where AN is eager to find particular skills and expertise.

On-going internship opportunities

Internships are available to current undergraduate or recently graduated bachelor's students. *skip below for fellowships*

Duties and responsibilities

- Curating and monitoring social media content and newsletters including designing posts and images for social media, updating websites and social media channels, tracking and monitoring social media and newsletter engagement
- Website resource management, content development, and analytics monitoring
- Resource design and production for members, public engagement, and AN clients and partners
- Data and content organization and management for AN's intranet, website, public communications, and members-only resources
- Desk research and review on a range of topics and opportunities including civil society trends, member interests, and for fundraising
- Support organizing and researching member help desk requests, reports, and other needs
- Support AN's execution of key campaigns and events throughout the year
- As possible, support (if not lead) in developing podcast, webinars, and video content
- Other operational and programmatic support to AN's ED and team

Skills and qualifications

- Current or recent undergraduate, ideally enrolled in a program with an internship requirement
- Studies in a relevant field including political science, international relations, environment, and/or technical studies in communications, graphic design, and video production
- Excellent and creative communication skills
- Excellent digital skills (MS Office, google suite, social media platforms and tools, website management tools, Adobe design programmes)
- Reliable, detail-oriented, and self-motivated
- Able to work well both independently and with a team
- Fluency in written and spoken English; other languages are a strong asset!
- Ability to work cross-culturally with sensitivity and humor

Specialized skills and interest sought for Winter and Spring 2024

- Fluency in Spanish; French, Portuguese, Chinese, Korean, and/or German also in demand
- Graphic design
- Video production

- Podcast production
- Content and knowledge management skills (intranets, public materials, and members-only resources)
- Quantitative and qualitative analysis or evaluation
- Fundraising knowledge and experience
- Ability to support programming and project work in Asia/Pacific Rim time zones

If you are a specialist in any of these areas, we are happy to title your internship appropriately (e.g. video and podcast production intern)

Compensation

Interns receive a monthly stipend of 450€ for 35+ hours of work per month; if significantly more hours are available additional rates can be negotiated.

Timeline

Our call for Interns is open year-round, but we do a special push for recruitment early in the year (Jan and Feb), mid-year (May and June), and for the third quarter (September and October). In between these searches, we will review applications from competitive applicants with unique insights and skills to contribute to our work

Interested candidates

All interested candidates should submit a CV or resume with a cover letter to recruitment@accountablenow.org. If you have a work sample that helps demonstrate your skill set or abilities, feel free to include this as well.

All candidates can expect a response indicating our receipt of your application, but due to time constraints, only candidates selected for an interview will be contacted after this stage.

Ongoing fellowship opportunities

Fellowships are available to current or recently graduated masters or PhD students.

see above for internships

Duties and responsibilities

- Analysis of member reporting track records and uptake of AN and Independent Review Panel feedback by members
- Developing external resources, research, and position papers
- Assist in the design and implementation of AN's Peer Advice Groups and working groups addressing key sector topics and issues
- Support AN's strategy research and design including our overall approach to membership and community engagement, accountability tools and practices, and project design
- Support preparations and background research for AN events and engagement, including prepping talking points, action items, and presentations for ED
- Desk research and review on a range of topics and opportunities including civil society trends, member interests, and for fundraising
- Support developing proposals and concept notes for fundraising opportunities
- Other operational and programmatic support to AN's ED and team

Skills and qualifications

- Current or recent graduate of PhD student, ideally enrolled in a program with a work experience/practicum requirement
- Studies in a relevant field including political science, international relations, environment, monitoring and evaluation, anthropology, sociology, social work, behavioral sciences, and/or technical studies in communications, graphic design, and video production
- Technical skills in data, data management, and research, if possible also in monitoring and evaluation
- Excellent and creative communication skills and experience
- Reliable, detail-oriented, and self-motivated
- Able to work well both independently and with a team
- Fluency in written and spoken English; other languages are a strong asset!
- Ability to work cross-culturally with sensitivity and humor

Specialized skills and interest sought for Winter and Spring 2024

- Monitoring, evaluation, and learning
- Fluency in Spanish; French, Portuguese, Chinese, Korean, and/or German also in demand
- Graphic design
- Video and/or podcast production
- Strategy development experience
- Fundraising knowledge and experience

- Publication, journal article, and white paper development and authorship experience
- Experience managing boards, board content development, and/or board committee infrastructure and support
- Ability to support programming and project work in Asia/Pacific Rim time zones

If you are a specialist in any of these areas, we are happy to title your fellowship appropriately (e.g. monitoring and evaluation fellow)

Compensation

Fellows receive a monthly stipend of 600€ for 35+ hours of work per month; if significantly more hours are available additional rates can be negotiated.

Timeline

Our call for interns is open year-round, but we do a special push for recruitment early in the year (January and February), mid-year (May and June), and for the third quarter (September and October). In between these searches, we will review applications from competitive applicants with unique insights and skills to contribute to our work

Interested candidates

Should submit a CV or resume with a cover letter and writing sample to recruitment@accountablenow.org. If you have another work sample that helps demonstrate your skill set or abilities, feel free to include this as well.

All candidates can expect a response indicating our receipt of your application, but due to time constraints, only candidates selected for an interview will be contacted after this stage.