

Editorial Assistant Internship (Voluntary/Remote)

Written by E-International Relations

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<https://www.e-ir.info/2025/11/11/editorial-assistant-internship-voluntary-remote/>

E-INTERNATIONAL RELATIONS, NOV 11 2025

E-International Relations is looking for students, at any level, to join us as Editorial Assistants for a short internship (voluntary, remote). The role will be to work directly with our Editor-in-Chief to update our email lists relating to key contact persons for Masters programs around the world – which may also be of interest/utility as you research places for further study yourself. How things work involves using your own initiative to identify key academics in universities around the world, gather their contact data, and enter it in an online document. You can come from anywhere, be any age, study in any continent – so long as you can speak English reasonably well and be enthusiastic and self-driven to do the task.

The reason we do this is to ensure we promote our website to each new generation of academics – helping them see the value of our freely available content for themselves and their students. It has a real impact on students such as yourself who may not know about E-International Relations. As we are a non-profit with no advertising budget, being able to contact academics directly is a cost-effective way of us promoting what we do, and we need your help for that. You will not have to send any emails, only gather data and do some research.

The work will be done as part of a small team, remotely (using slack and google sheets/docs) and full guidance and mentorship will be given. If applying, you should have 5+ hours to spare during December, January and February (with exception to 22 December – 2 January when we will break). This project is expected to conclude around mid-February. All those who complete will be able to apply for a longer term editorial position on E-International Relations (if desired and where available), and a signed digital letter confirming your participation in this task will be made available to you.

A little more about us. Volunteering with E-International Relations is not your typical ‘work experience’. First, we coordinate our activities remotely using Slack. Second, we have no paid staff, we are all volunteers. We volunteer some of our spare time because we want to have a hand in maintaining the best online resource for students and scholars of international politics – and helping to grow our audience which is approximately 3 million readers per year. Finally, we empower our editors to learn skills, manage their own time and develop their own projects. The result is that the more volunteers give of themselves, the more they take away from the experience. It is no surprise that many of our editors have built on their experience with us to go on to senior positions in the publishing industry, politics, and academia.

To apply send us an email titled ‘Editorial Assistant’ to recruitment.e.ir@gmail.com. Within that email please:

- 1) Confirm in writing that you have 5+ hours a week (according to your own schedule, this is flexible) between 1 December- 20 Feb or thereabouts.
- 2) Write a 150–175 word personal statement about who you are and where you study, and tell us something unique/interesting about yourself. Don’t use generative AI for this – we’re looking for your personality and humanity to shine through!
- 3) Do not attach anything to the email, or add anything else we haven’t asked for.

Send us your email before 27 November. All applicants who catch our eye will be contacted by 1

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December. With regret, we cannot respond to those we do not shortlist.