

# STILLPOINT

A MAGAZINE IN THE EYE OF THE STORM

## STILLPOINT MAGAZINE INTERNSHIP 2022

**Independent contractor role: \$15/hr (USD)**

**Hours per week: 20**

**Period: 1 year**

*Stillpoint Magazine* seeks, as an independent contractor, an Intern to support our work administratively and on social media platforms. This role aims to support early-career individuals in the development of professional experience with a dynamic, international, mission-based publication. The Intern will believe in and embody the mission of *Stillpoint Magazine*, which is to build public knowledge outside of traditional, historically oppressive institutions and to support psychoanalytically-rooted liberation praxis. Essential to this role will be both a high level of organization, an ability to support and collaborate in a team environment, and demonstrated, active engagement on social media in support of the arts, literature, critical thinking, or activism.

### **Administrative Areas of Responsibility**

- Support execution of operational systems, with direction of leadership team
- Calendar management
- Researching, executing, and maintaining remote office solutions and systems
- Facilitating, managing, and sourcing material supplies across countries and continents
- Researching and executing shipping solutions
- Managing and acting as the first point of contact for all incoming mail to the *Stillpoint Magazine's* general email
- Filing, organizing, and maintaining invoices
- Maintaining team expense systems
- Sustaining, organizing and updating filing systems including in Google Drive and Notion
- Organization of team research and content
- Maintaining and updating contact and mailing lists
- Provide administrative support to grants applications
- Provide administrative support to the *Stillpoint Magazine* board
- And other similar tasks

### **Digital Marketing and Communications Tasks and Responsibilities**

- Collecting, reporting, and analyzing social media and Google analytics and producing monthly reports
- Reporting on social media posts
- Regular social media engagement in consultation with the team
- Posting, scheduling posts on social media

- Suggesting and collaborating with the team for campaign and content on social media
- Execute and manage direct mailing campaigns
- Establish the presence of *Stillpoint Magazine* on scholarly, public, and arts-based databases

### **Key Attributes**

- Demonstrated commitment to equity and social justice and a strong understanding of the particular strength of diverse teams
- Initiative and self direction
- Flexibility
- High level of organization
- Excellent time management
- Strong communication and interpersonal skills
- High level of digital literacy along with an ability to work with varying levels of digital literacy within a team

### **A Note About our Team**

At *Stillpoint Magazine* we work to foster a culture of care, collaboration, and mutual respect, growth & empowerment. This is true of our inter-team dynamics, our work with contributors, our readers, and our affiliated organizations. That is, in everything we do we work to help one another realize our respective and shared goals and visions. The right candidate for this position will be someone who is not only committed to their individual success, but is also committed to the hard and joyful work of supporting others.

### **How to Apply**

- A curriculum vitae and a letter or 3-minute video stating why you are interested in the role and how you possess or meet the knowledge, skills, and criteria.
- One employment reference, which need not be directly related to the role.
- One character reference, which can also be a second employment reference. We will not contact references until after interviews.

*Stillpoint Magazine* specifically encourages applications from those who identify as Black, Indigenous, or as a Person of Color.

If you would like to ask any questions about the role in advance of submitting an application, you are welcome to email us at [people@stillpointmag.org](mailto:people@stillpointmag.org).

*Stillpoint Magazine* is a 501c3 nonprofit organization registered in the United States. Applicants are welcome to apply from anywhere in the world, and will be responsible to determine taxation treaties between the United States and their nation, and to conduct withholdings independently as an independent contractor.

**DEADLINE: AUGUST 5 2022**