

## **ISHR New York Internship**

### **Description**

The International Service for Human Rights (ISHR) is recruiting an intern to work with the New York office for a period of 3 months (with possibility of extension) to carry out substantive and administrative work.

The internship offers a unique opportunity to view the United Nations human rights system at work in New York. It provides hands-on experience working for an international non-governmental organisation (NGO) as well as the opportunity to contribute to our work supporting human rights defenders, strengthening human rights systems, building and leading human rights coalitions, and responding to significant and systemic situations of concern.

The intern will work alongside ISHR's New York staff as an integral part of the team, participating in advocacy and lobbying efforts, monitoring UN meetings, and providing research and analysis. As ISHR is a relatively small non-profit and there is no administrative staff in the New York office, approximately 10-20% of the work will be administrative in nature.

### **Qualifications**

The ideal candidate will have:

- A demonstrated commitment to international human rights;
- Knowledge of international human rights law;
- Familiarity with international and regional human rights mechanisms and practice;
- Interpersonal skills and ability to sensitively engage with a wide range of individuals, including NGO colleagues, defenders, UN and government officials;
- Strong drafting and research skills;
- Ability to work independently and collaborate with a team;
- An ability to master new, complex issues under tight deadlines;
- Excellent written and verbal communication skills; and
- Fluency in English [additional language proficiencies are a plus].

Education: Law, International Affairs, Political Science, or other relevant field.

### **Requirements**

The ideal candidate would be available full time but candidates available on a part time basis will also be considered (please indicate availability in your application).

The internship requires a high degree of independence. Office space will be provided two days/week. On other days, the intern will be expected to work remotely or attend meetings at the UN as necessary.

Applicants must have authorization to work in the USA or obtain the necessary authorization themselves. ISHR cannot help obtain visas except to provide a formal letter confirming and providing details of the internship.

### **Application instructions**

Candidates must submit the following materials to Madeleine Sinclair at [m.sinclair@ishr.ch](mailto:m.sinclair@ishr.ch), subject line "ISHR New York Internship":

- Cover letter;
- Resume;
- Information on availability; and
- One unedited writing sample.

Application Deadline: 06/17/2013. Applications will be considered on a rolling basis.

### **Salary**

This is an unpaid internship. ISHR will provide any necessary documents that may facilitate funding opportunities.