



Undergraduate Program Internship Summer 2010

The Global Justice Center seeks a Program Intern for the summer 2010 semester. Interns must be willing to work at least 20 hrs/week from mid-June to mid-August, 2010, though dates are negotiable. While the internship is unpaid, the Global Justice Center is willing to assist students in obtaining school credit or outside funding for the internship. Applicants will be considered until June 15, 2010.

About the GJC

The GJC seeks to ensure that women actively make and enforce public policy and law, and are equal partners in all governmental and judicial bodies. Using existing human rights law, the GJC educates and trains emerging women leaders in transitional democracies and conflict areas to enforce their right to full participation. The GJC advises non-governmental organizations on legal strategies for changing national laws to reflect international standards. The GJC also seeks to use international law to render illegitimate those historical and cultural norms that prevent women from taking an active role in government, or violate women's human rights in any other way.

Our current programs focus on:

- Peace and Security
- Transitional Justice
- US Foreign Policy and Reproductive Rights
- Women and Islam

About the Internship

This internship is a very exciting opportunity for anyone interested in organizational management, international affairs, women's studies, the Middle-East, South and South-East Asia, human rights and/or international law. In working closely with the GJC leadership and staff, as well as the international women's groups we collaborate with, the intern will learn directly from experts in the field. We value our interns, and give them plenty of opportunities for creativity, academic growth, exposure to current trends and issues in international human rights law, and most importantly, the ability to make a strong contribution to the founding of a pioneering women's rights organization.

Specific duties include:

Human Rights Through The Rule Of Law



- Maintaining, editing and updating the Global Justice Center website.
- Structuring and maintaining up-to-date databases for contacts, fundraising, and general use.
- Assisting the program coordinator in preparing materials (including PowerPoint presentations, research, and logistics) for international projects.
- Fielding phone calls and requests for information.
- Other administrative and research duties as needed.

Qualifications:

- Interest in and knowledge of women's rights, international relations, law, public policy, transitional justice, nation-building, web-design, and/or non-profit administration.
- Expertise in html.
- Proficient in Microsoft Office applications.
- Strong verbal, written, and interpersonal communication skills.
- Attention to detail.
- Ability to meet deadlines, prioritize, and perform a wide variety of tasks over the course of the workday.
- Experience using the Internet for communication and research.
- Motivation, enthusiasm, and willingness to learn.
- Familiarity with database maintenance.
- Knowledge of Arabic and/or Spanish a plus.
- Undergraduate Juniors and Seniors encouraged to apply.

To apply, send a current resume, a cover letter, writing sample, and list of two references to humanresources@globaljusticecenter.net . Only applicants who have been selected for an interview will be contacted.