

**Vacancy**  
**Full-time Programme Internship**  
**New York Office**

**Dates:** 1 September 2023-29 February 2024

**Length:** 6 months with possibility of extension

**Percentage:** Full-time (37.5 hours per week)

**Based in:** New York, USA (no possibility of remote internship)

**Reports to:** New York Office Co-Directors

**Applications close:** 28 February 2023 (Midnight NYC time)

ISHR is an independent, non-profit organisation with offices in Geneva and New York.

This internship position offers a unique opportunity to view the United Nations (UN) human rights system at work. 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 human rights concerns. For more information, consult our website [www.ishr.ch](http://www.ishr.ch).

**Key tasks**

- Providing support to programme staff in the implementation of project activities, across ISHR's strategic programme areas;
- Contributing to ISHR's outreach and communications, including regular online publications;
- Monitoring and reporting on UN human rights meetings, including the ECOSOC's Committee on NGOs and General Assembly's Third Committee;
- Approximately 15-20% of the work will be administrative in nature, including assisting with the organisation and preparation of events, trainings and meetings.

**Training and Opportunities:**

- Interns are fully included in staff meetings, both New York Office meetings as well as all of staff meetings (virtual), which provide a comprehensive understanding of the work of an international human rights NGO;
- Interns have opportunities to interact and network with human rights defenders, diplomats and other UN and NGO professionals both at the UN and at ISHR's office (or remotely) during meetings;
- Where appropriate or necessary for their work, ISHR staff will provide practical sessions and guidance, for example on monitoring UN mechanisms, drafting reports and advocacy documents, utilising communications technologies, etc.

- Interns will be supervised by the New York Office Co-Directors, and supported in achieving their learning objectives through regular check-ins.

## Requirements

To be considered, applicants should:

- be an advanced undergraduate student or graduate student in international relations, law, international public law, human rights or a related field, or have recently completed such studies;
- be motivated to pursue a career in human rights and have a particular interest in the UN and regional human rights systems;
- have an excellent level of written and spoken English;
- be detail-oriented and attentive to nuance, in particular in diplomatic environments;
- be motivated, autonomous and a self-starter, and comfortable occasionally working with limited supervision;
- be able to work as a member of an international and multicultural team and willing to participate in a variety of tasks, as required;
- authorised to work in the U.S (if based in New York)

## Additional Skills

ISHR is particularly interested in candidates who also have the following skills or experiences:

- Advanced to fluent Spanish and/or French language;
- Interest or background, including activism in, corporate accountability, environmental rights, women's rights, and/or LGBTIQ+ rights;
- Capacity to research and draft legal briefs;
- Interest or background in training and capacity building, including online learning;
- Logistics, travel and event planning.

## Internship modalities

The internship will be in person, in ISHR's New York office and will start on **1 September 2023**. It is expected to be a 6 month full-time (37.5 hours per week) position, finishing on 29 February 2024 with the possibility of an extension.

The candidates need to be authorised to work in the US as ISHR is not in a position to sponsor work authorisations. However, ISHR will consider applicants who are unable to travel or work on-site due to COVID-19 related travel restrictions. This will be considered on a case-by-case basis. Please indicate in your application whether you will be able to work on-site or wish to be considered for a remote position (no US work authorization needed if you work outside of the US).

## Stipend

- Interns will receive a USD 700/month stipend.

## **Equal opportunity**

ISHR is firmly committed to having a diverse team and to the principle of equal employment opportunity. ISHR's policy is to practice fair and non-discriminatory recruitment and selection procedures and strive for diverse, international and multicultural personnel.

We welcome all kinds of diversity. Applications are encouraged from all qualified candidates without distinction including on grounds of race, colour, national origin, age, religion, disability status, sexual orientation, gender identity and expression or sex characteristics, pregnancy, genetic information, protected veteran status, socio-economic status, or any other characteristic protected by law.

**We particularly welcome applications from systematically, historically and/or traditionally discriminated against under-represented groups, including women, persons of colour, LGBTIQ+ persons candidates, persons with disabilities and other groups.**

## **Applications**

Interested candidates can apply by submitting a **cover letter, a CV (no profile picture please) and a writing sample** [here](#).

In their cover letter, candidates should demonstrate their commitment to human rights and social change.

**Application deadline:** 29 February 2023 (midnight, NYC time) Incomplete applications will not be considered. Please kindly note that due to the high volume of applications, **only short-listed candidates will be contacted.**

## **Privacy policy**

All applications will be handled in accordance with ISHR's [Privacy Policy](#).