



JOB POSTING
PROGRAM ASSOCIATE
WOMEN'S HUMAN RIGHTS PROGRAM
Application Deadline: August 7, 2024

Job Title: Program Associate, Women's Human Rights Program
Reports to: Women's Human Rights Program Director
Job type: Full-time with hybrid in-office presence, not eligible for fully remote work.
Salary: From \$48,000
Apply here: <https://forms.office.com/r/eTMgcZLCtZ>

About Us

The Advocates is an independent, non-partisan, 501(c)(3) non-governmental international human rights organization that works to protect human rights by: mobilizing pro bono legal professional to provide free legal help to people seeking asylum, unaccompanied children, trafficking survivors, and people in immigration detention; opposing the use of the death penalty; combatting human trafficking in the Upper Midwest through prevention, survivor protection, and legal reform; calling attention to human rights conditions at the UN and regional human rights bodies through report submissions, statements, and advocacy; working to uphold the rights of LGBTIQ+ partners experiencing violence and discrimination, and; providing a free, high-quality education to Nepali children at the Sankhu-Palubari Community School. The Women's Human Rights Program applies international human rights standards to advocate for women's rights in the United States and around the world. Using research, education and advocacy, the program partners with organizations locally and internationally to document violence against women, conducts trainings, and carries out advocacy to protect women's human rights.

Position Summary

The Program Associate will provide support to the program, including the WATCH court observation project, StopVAW.org, our local and international work to end violence against women, intern management, UN advocacy, and other tasks as needed. The Program Associate supports the work of the Women's Program within The Advocates for Human Rights.

**Note: The Advocates is a volunteer-based organization that works closely with local and international partner organizations, volunteers, interns, and donors. Some events and programs take place outside of normal work hours. As a result, this position requires occasional evening and weekend hours to support this work.*

Primary Duties and Responsibilities

Intern and Volunteer Recruitment, Training, and Coordination

- Serve as primary contact for internship inquiries;
- Carry out the screening, interviewing, hiring, management, training, exiting, and general oversight of in-office and remote interns and volunteers;
- Provide ongoing feedback to interns and volunteers on projects and performance as needed.
- Update new intern and volunteer training materials regularly.

Logistical Support for WATCH Court Observation

- Support daily court observation logistics and procedures;
- Conduct volunteer recruitment, onboarding, communications, and coordination;
- Support the creation and delivery of new volunteer training and continued training;
- Carry out and/or oversee data entry;
- Conduct records collection and research of criminal cases;
- Conduct background research as needed on legislation and specific issues pertaining to WATCH;
- Conduct analysis of data and observed trends.

Research and Writing for Local and International Work

- Support UN report submissions by researching and drafting procedural histories of countries' human rights reviews;
- Conduct background research and writing for UN submissions as needed;
- Research international and regional human rights standards and jurisprudence;
- Research developments for and prepare monthly newsletter on anti-gender developments for global human rights defender coalition;

StopVAW.org Coordination

- Conduct strategy planning for StopVAW.org management and updating;
- Develop a process for and oversee the updating of StopVAW.org webpages by staff, interns, and volunteers;
- Conduct research and writing to update StopVAW pages;
- Oversee the planning to restructure StopVAW's interface and taxonomy;
- Oversee, review, and publish volunteers' news summaries on a regular basis;

General

- Support overall programmatic needs with all-hands-on deck tasks such as responses to requests for assistance, event planning, etc.

- Attend and participate in UN and other virtual events alongside international partners (may involve early morning hours);
- Attend and participate in local educational and fundraising events for the programs;
- Assist with report publications processes, including citechecks, editing, overseeing interns assisting with the report;
- Notetaking in interviews and meetings as needed;
- Other duties as assigned.

Preferred Qualifications

- Qualifications include experience in and a demonstrated commitment to social justice;
- Excellent interpersonal and organizational skills;
- Strong research and writing skills;
- Strong attention to detail, as well as ability to troubleshoot, problem-solve, and multi-task.

Compensation

Compensation is commensurate with experience. Current benefits package includes vacation (employees accrue 3 weeks of vacation during their first year, and up to 6 weeks after 5 years employment), 3 personal days, and 9 paid holidays, 2 weeks of accrued sick leave annually, 6 weeks paid parenting leave); employer-paid premiums for medical, dental, and long-term disability/AD+D/life insurance; and pre-tax retirement plan.

Location and Status

This position is currently hybrid, with at least 3 days/week in our downtown Minneapolis office. This position is not eligible for fully remote work.

This position is represented by the Office of Professional Employees International Union, Local 12.

This is an exempt position. This position will be responsible for the supervision of volunteers and interns.

To Apply

Please use the following link to submit your application, letter of interest, and resume:

<https://forms.office.com/r/eTMgczLCtZ>

No phone calls or e-mail inquiries, please.

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The Advocates for Human Rights is an equal opportunity employer. The Advocates is committed to cultural diversity and does not discriminate on the basis of race, color, sex, age, religion, sexual orientation, disability or any other legally protected status.