

Programs Internship CICC New York Secretariat

Starting date: Beginning of June 2019
Deadline for Applications: Rolling

About the CICC

The Coalition for the International Criminal Court (CICC) includes more than 2,500 civil society organizations in 150 different countries working in partnership to strengthen international cooperation with the ICC; ensure that the Court is fair, effective and independent; make justice both visible and universal; and advance stronger national laws that deliver justice to victims of war crimes, crimes against humanity and genocide. For further information about the Coalition, visit our website at: www.coalitionfortheicc.org

About WFM-IGP

The World Federalist Movement-Institute for Global Policy is an umbrella organization to its two main programs; The Coalition for the International Criminal Court (CICC) and The International Coalition for the Responsibility to Protect (ICRtoP) . Through its programs WFM-IGP works to protect civilians from the threat of genocide, war crimes and crimes against humanity; facilitate transparency in governance; increase access to justice; promote the application of the rule of law, and advance the global promise of peace.

Position

The CICC intern will be based in the WFM-IGP NY Secretariat, and will provide support to the Programs Assistant and Membership and Outreach Associate with day-to-day operations, outreach and research. The internship will be part-time approx. 20 hours per week and must be for a period of at least 3 months.

Responsibilities

- Attend Security Council and other UN meetings, conferences, side events, NGO briefings, etc., and draft reports and summaries when necessary;
- Assist in drafting of letters, documents, articles, and publications;
- Provide general support to the Executive Office, which may include filing and drafting expense reports;
- Help with updating and developing website content;
- Undertake special projects and assignments as needed.

Qualifications

- Advanced undergraduate or graduate student in law, international relations, or related field;
- Knowledge of the ICC, the UN or peace and security matters in ICC situation countries;

- Excellent written and oral communication, research, organization and writing skills;
- Ability to work independently and within the constraints of tight deadlines;
- Proficiency using Microsoft Office software;
- Previous experience in a nonprofit environment or international organization an advantage;
- Perfect knowledge of English, additional language proficiencies are a plus, especially French;
- Interest in the goals of the CICC.

Remuneration

Please note that this is an **unpaid** internship and the CICC cannot cover associated transportation or accommodation costs. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. The CICC cannot sponsor individuals applying for internships to help them obtain visas.

Application Procedure

Please apply as soon as possible by sending a cover letter and CV by email to haselmann@coalitionfortheicc.org with the subject header, "CICC Programs Intern"

Applications are reviewed **on a rolling basis**; therefore, it is advised to send in applications early. Short-listed candidates are invited for a telephone interview. Due to the great number of applications, only short-listed candidates will be contacted. Please be sure to indicate your available start date.

No phone inquiries please.

The CICC is an equal opportunity/affirmative action employer strongly committed to hiring and retaining diverse and internationally representative interns.