Coalition for the International Criminal Court (CICC) Secretariat
Program Assistant

Closing date: 18 July 2023, at 16h EST. Applications will be reviewed on a rolling basis.
Location: New York, USA.
Type: Full-time (38 hours a week), six-month contract, with possibility of extension.
Preferred starting date: mid-August 2023.
Remuneration range: 40.000-45.000 USD Gross per annum, and commensurate with the candidate’s experience.

About this role
The Coalition for the International Criminal Court is the world’s largest civil society partnership advancing the global fight against impunity for serious international crimes. Its membership and work are facilitated by its Secretariat, with staff in New York, The Hague, and Brussels.

The Secretariat of the Coalition for the International Criminal Court is looking for a dynamic and passionate individual to join its team. The Program Assistant will play a pivotal role in providing administrative and operational support to the Coalition’s secretariat and membership. Ahead of the 22nd session of the ICC Assembly of States Parties (ASP) taking place in New York on 4-14 December 2023, you will join our team to facilitate civil society access to and participation in this important annual gathering, and serve as the first contact point for individuals and members seeking to participate. You can learn more about us at www.coalitionfortheicc.org or on our social media (Twitter, Facebook, and LinkedIn).

Main tasks and responsibilities
- CICC Secretariat operations for the 22nd session of the ASP: logistical arrangements and modalities for staff and members’ participation and accreditation, including assisting with staff travel arrangements and logistics; accreditation and participation modalities; sharing of internal and external information in several languages; responding to queries and maintaining contact with CICC members about their participation; updating and editing materials for distribution to members; assisting with organizing CICC side meetings and events ahead and during the session;
- Administrative support for other CICC projects and meetings, including scheduling, sharing of agenda, reporting, liaising with service providers for logistics and preparation;
- Support in attendance and reporting on ICC, ASP, or UN meetings and events in NY;
- Maintaining contact databases and data entry;
- Support to proofreading/editing and translation of information and documents (based on language skills), and arranging interpretation and translation for various needs;
- Responding to general information requests from members and external actors;
- Supporting the Secretariat with other tasks, as needed.

Qualifications requested
- Highly detail oriented, pro-active, with the ability to work independently in a small but dedicated team;
- Problem-solving skills;
- Strong verbal and written communication skills;
- Fluency in English, and professional proficiency in French or Spanish;
- Ability to handle confidential information appropriately;
- High level of computer proficiency;
- Familiarity with the work of the International Criminal Court is beneficial, and previous experience for NGOs or membership-based organisations is an asset;
- Affinity with the values and mandate of the Coalition for the ICC;
- Valid United States working permit.

**What we offer**

- This is an entry-level / junior position that provides opportunities to gain firsthand experience working in a civil society network operating in the international justice field and connecting with a variety of stakeholders;
- Opportunity to learn about the work of the ICC and the United Nations. The Program Assistant will be encouraged to attend events and meetings, and to take on additional responsibilities to suit their interests and skills;
- You will work with deeply inspiring human rights defenders from around the world;
- A supportive work environment where collaboration and support are central;
- Flexible work arrangements that promote well-being.

**How to apply**

Please send the following by 18 July 2023, at 16h (EST):

- A curriculum-vitae;
- A one-page cover letter; and
- Names and contact details of two references.

Apply via email to hr@coalitionfortheicc.org with the subject “CICC Program Assistant application”.

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Only short-listed individuals will be invited for an interview.