



REFUGEE SOLIDARITY NETWORK

Summer 2020 General Internship

Description

The Organization

Refugee Solidarity Network protects the rights of people uprooted from their homes and strengthens the communities where they seek safety. In partnership with advocates and local stakeholders, we develop capacity in refugee host countries outside the U.S. and advance legal frameworks that uphold human rights. We believe the complexity of forced migration requires a flexible, collaborative response focused on achieving sustainable solutions.

The Position

RSN has an exciting opportunity for anyone interested in pursuing a career in international human rights, international relations, humanitarian aid and development assistance, or refugee law. You will be offered the opportunity to work alongside a growing organization, and directly contribute to a growing body of literature on comparative analysis in refugee host countries around the world. The General Intern will be responsible for a variety of tasks, including researching refugee-related topics and drafting for internal and external audiences.

This position will report to the Operations Manager and work in close collaboration with other US-based staff. RSN is a mission-driven organization and team members have opportunities to contribute to various aspects of organizational development and activity.

Candidates must be strong researchers with attention to detail. Proficiency in Google Docs, complex formatting in Microsoft Word and database programs is important. Additionally, the candidate should have communication skills and a strong interest in refugees, migration, and human rights. Interest in and knowledge of international refugee law and current developments in the humanitarian aid field are a plus.

Responsibilities may include:

- Substantive research on topics related to international standards and case law for refugees, international humanitarian assistance, and capacity-building
- Organize and maintain a research reference database for future use and easy access
- Prepare research briefs and presentations for internal stakeholders
- Proofread and edit publications, including formatting
- Track developments in key settings through news and social media sites
- Prepare and document weekly updates of new developments in refugee policies in assigned countries

- Conduct prospect research on individual, foundation, and corporate donors, and contribute to the maintenance of donor and grant databases and files as needed
- Contribute to a multidisciplinary team and provide administrative support where needed
- Assist in organizational event planning, outreach, and communications as needed
- Provide assistance to other projects and tasks as needed

The General Intern will receive training in and become familiar with refugee law, international humanitarian assistance in Mexico, Bangladesh and Turkey, international and domestic US advocacy forums, and fundraising.

Qualifications:

- Strong, independent work ethic and ability to participate in a multidisciplinary team
- Familiarity with international humanitarian assistance, international development, human rights, refugee law
- Experience with in-depth desk research
- Strong writing and editing skills
- Must be motivated, organized and have attention to detail
- Flexibility, positive spirit, and a sense of humor
- Spanish, Bengali, Turkish, Farsi or Arabic language proficiency a plus

Internships are unpaid. Schedules are flexible, but interns are expected to work out of RSN's offices in Williamsburg, although alternative arrangements may be accommodated. Interns are expected to commit at least 12 hours per week for at least a 3-month term, with the possibility of an extension.

How to Apply

Please send a cover letter and resume to: info@refugeesolidaritynetwork.org, also indicating the number of days per week you would be available and the dates you are interested in serving.

Applications are accepted on a rolling basis.