

CENTER FOR
Gender & Refugee
STUDIES

Immediate Opening
Communications & Social Media Intern Position

The Center for Gender & Refugee Studies (CGRS) is one of the nation's leading organizations protecting the fundamental human rights of refugee women, children and LGBT individuals fleeing gender-based violence and discrimination. We seek to advance sound gender asylum laws and policies, helping advocates successfully represent refugees who need prevention while at the same time mitigating the conditions that force individuals to flee their home countries.

Project Description

CGRS seeks a talented undergraduate or graduate Communications Intern to help the Center increase our communications capacity to make our work more efficient and effective. Projects will include:

- Helping to organize and produce content for the launch of a new website in summer 2012
- Developing and implementing a social media strategy
- Migrating our asylum case records from the existing database to a new database

These projects will increase our capacity to provide technical assistance for attorneys representing asylum seekers and will improve our ability to analyze the information about asylum decision-making we collect. Given our small office and high volume of work, we give interns a high degree of responsibility from the start. Accordingly, interns must be motivated, responsible, and able to work with minimal supervision.

Qualifications

- Availability of 7 – 10 hours/week (preference given to those with additional availability)
- Excellent writing and copy-editing skills
- Strong interest in human rights and social justice issues
- Past/ongoing studies or experience in communications, social media, marketing or related field
- Familiarity with Adobe Creative Suite (Photoshop, InDesign & Illustrator), HTML, and social media/networking
- Ability to work independently and within a team
- Willingness to bring own laptop if needed
- Fluency in Spanish is preferred, but not required
- Ability to protect the confidentiality of our work and our communications

Funding

Although we are unable to offer stipends for interns, we will be able to work with students to obtain school credit or outside funding, if available.

Application Procedure

Submit a cover letter, resume, and contact information for two references to siuv@uchastings.edu with the subject line "Communications Intern Spring 2012." Applications will be accepted and reviewed on a rolling basis until position is filled. No phone calls please.

CGRS is an equal opportunity employer (EOE). All qualified persons, including people of color, persons with disabilities, women, lesbians, gay men, bisexuals, and transgender persons, are encouraged to apply.