

CENTER FOR
Gender & Refugee
STUDIES

Spring 2020 Communications Intern

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

Job Description

CGRS seeks a talented undergraduate or recent graduate intern to serve as our Communications Intern to help build support for the Center's work and advance our public education and policy advocacy goals. The intern will gain hands-on experience in a small nonprofit work environment and the satisfaction of contributing to an organization that defends refugee and immigrant rights. Projects may include:

- Providing support for CGRS's public education and policy advocacy campaign
- Creating content for CGRS's Immigrant Women Too campaign website
- Managing CGRS's press list and assisting in the maintenance of strong media relations
- Collecting and analyzing asylum case data from CGRS's one-of-a-kind database
- Assisting with interpretation and translation, according to language abilities and fluency

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 10+ hours per week for a 10-week term
- Excellent writing and research skills
- Strong interest in human rights and social justice issues
- Current enrollment in an undergraduate program or a recent graduate
- Ability to work independently and within a team
- Ability to protect the confidentiality of our work and our communications
- Fluency in Spanish is preferred, but not required

Funding

We are committed to offering the best possible internship opportunities in an equitable manner. However, in light of our extremely limited funds, we ask that our interns first seek funding elsewhere. If a qualified intern is unable to secure sufficient funding, depending on availability of CGRS funds, we try to provide a supplemental stipend that makes it possible for the intern to spend a full 10 weeks working with us.

Application Procedure

Please submit a cover letter, resume, brief writing sample (5-10 pages), and information for two references to CGRShires@uchastings.edu with the subject line "Spring 2020 Communications Intern." Applications are due on Monday, December 16, 2019 but they will be reviewed on a rolling basis until the position is filled. No phone calls, please.

UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.