

CENTER FOR  
**Gender & Refugee**  
STUDIES

**Spring 2020 Refugee and Human Rights Research Intern**

**About the Organization**

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 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 help CGRS provide much needed resources to attorneys across the country and to advance the rights of women, children and LGBT individuals in this country and abroad. 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:

- Conducting individualized country research for gender, LGBT and children's asylum cases
- Assisting CGRS staff with distributing materials through our technical assistance program
- Entering data on court decisions and other information in CGRS database
- Tracking asylum case outcomes
- Assisting with interpretation and translation, according to language abilities and fluency
- Filing, cataloguing, and scanning documents such as Immigration Court decisions

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 research and writing 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 strongly 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 pay that makes it possible for the intern to spend a full 10 weeks working with us.

**Application Procedure**

Submit a cover letter, resume, brief writing sample (5-10 pages), and information for two references to [CGRShires@uchastings.edu](mailto:CGRShires@uchastings.edu) with the subject line "Spring 2020 Refugee and Human Rights Research Intern." Applications are due on Friday, January 10, 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.*