

***If you are interested in becoming involved with CRW and can commit 6-10 hours per week, become our intern.***

Promoting human rights throughout the world can be a life-changing experience as you are personally involved in helping to generate social change. Having an international human rights internship may not only give you the opportunity to learn about other peoples, cultures and current human rights issues while being engaged in the process of social transformation, but it may also help you in more clearly determining where your educational and professional future will lead.

CRW is an international human rights NGO, that uses digital advocacy for raising human rights awareness, contributing into cultivating a universal culture of rights respect and tolerance, and fights for justice. We offer unpaid internships of 4 or 6 months. Interns play an integral role assisting with research, writing, communication with members and activists service, media development, translation, campaign management, social media management, or event planning, as well as administrative tasks. We encourage students from all disciplines to apply.

The Citizens internships do not offer financial compensation or assistance with housing or transportation. We welcome students to arrange internships for credit, through off-campus work study programs, or supported by outside funding. Applicants can work from home, as long as they own a personal computer, and have Wi-Fi access. No need to relocate.

Our internship calendar goes on a rolling application basis. Generally we offer 4 months internships, Winter, Spring, and Summer internships, which follow our triennial newsletter publication. Or 2 x 6 months internships depending on the availability and agreement.

## Internship Periods & Deadlines

1. **Winter** - Sept to Dec. (Rolling applications or until filled)
2. **Spring** – Jan to April.
3. **Summer** – May to June (or August).
4. OR 2 x **6 months** internships.

## Qualifications:

Applicants should have a strong interest in some combination of international human rights, international relations, and social change. Applicants should demonstrate precise attention to detail, the ability to follow instructions, conscientiousness about checking one's own work, a positive attitude, a proactive approach, and good judgment. Proficiency in Microsoft Word and knowledge of online research, and social media is essential. The intern can be a student for the duration of the internship term.

## How to Apply:

Please email a letter of interest, curriculum vitae or resume, names of or letters from two references, and a brief, unedited writing sample to [internships@citizensrw.org](mailto:internships@citizensrw.org)

Please use "**Internship – application**" as the subject of your email. No calls or email inquiries please. Only complete applications will be reviewed. Due to the large number of applications, only shortlisted candidates will be contacted.

## Types of Internships Available:

### ✓ **Advocacy & Documentation Intern:**

Advocacy & Documentation Interns will gain significant hands-on experience in research and data collection for use in advocacy related to human rights violations around the world. Responsibilities may include general research assignments on various human rights topics and assisting with the drafting of shadow reports to regional and international human rights bodies. Responsibilities may also include drafting correspondence and administrative support. Ideal candidates will be undergraduate, graduate students, or law students with a demonstrated academic and/or extracurricular interest in social justice, and human rights issues with strong writing abilities. Country-specific reporting.

## ✓ **Communications intern:**

Communications interns will gain hands-on experience in non-profit communications work, including media relations, message development, publication and media outlet monitoring, website development, editing and translation. Responsibilities will vary according to departmental needs but may include: monitoring news outlets; editing web communications, and reports; maintaining the press contact database; writing blog posts, website Q&As; contacting journalists about potential stories; research for digital media strategy and target audiences; social media-related activities; or planning events. Ideal candidates will be undergraduate or graduate students with a demonstrated academic and/or extracurricular interest in social justice, and human rights issues, and with strong writing skills. Individuals with a particular interest in non-profit communications as well as individuals with spoken or written proficiency in multiple languages are encouraged to apply. There will be opportunities to be responsible for completing media projects that can be used on your resume for future employment.

### Person Specification:

1. Strong digital media writer and photographer with some experience on newspaper, blogging, who can quickly produce polished 300 to 500 word blog on human rights issues with subject guidance.
2. Digital content management, scheduling & publishing for distribution online and for social media channels.
3. Ability to synthesize material to help produce weekly news roundup / copy editing skills.
4. Research, as needed for reports, opeds, info graphics, press releases.
5. Interest in/familiarity with global media to create lists for media work.

## ✓ **Fundraising Intern:**

The exciting opportunity to work in CRW's small and thus, fast-paced Development Department will provide exposure to a range of strategies used to support a non-profit organization, including foundation and grant proposals, corporate and organizational sponsorship, individual donor solicitation, special event planning and product sales.

### Responsibilities may include:

- Conducting research, tracking findings, developing a strategy related to prospective funding sources, including foundations, corporations and major donors.
- Monitoring marketing & fundraising trends within the fields human rights advocacy and international human rights.
- Helping to plan and organize fundraising events, including our large annual awards ceremony.
- Providing assistance tracking and managing donors. Applications creation, calls of applications,
- Door to door fundraising.
- Raising awareness of the organization and its work, at both local and international level
- Inspiring supporters to assist in raising funds/resources for human rights advocacy.

Ideal candidates will be undergraduate or graduate students with a demonstrated academic and/or extracurricular interest in social justice, human rights, and with strong organizational skills. This position requires strong attention to detail, excellent verbal and written communication, familiarity with Excel/Word and skillful ability with Internet searches. Fundraising, marketing and database experience are highly desirable.

## ✓ **Graphic design internship**

CRW is seeking to recruit a graphic design intern to produce custom maps and graphics. The internship would be a recent graduate or junior-level designer who seeks to gain experience in an international organization and to build his/her portfolio of published work. Most of the graphics required will be stock pieces, e.g. standard country and city maps, based on a pre-determined organizational style.

Qualifications: Applicants should be well-organized, self-motivated and extremely reliable, with excellent attention to detail. Applicants should have an excellent knowledge of the Adobe suite. Applicants with experience designing for the internet and having proven experience with Dreamweaver, JavaScript or Flash, are especially encouraged to apply. Applicants must be comfortable accommodating numerous requests for detailed changes and be able to devise simple and effective design solutions. Ideally applicants will have an interest in human rights advocacy, social justice and activism. Shortlisted candidates will be asked to follow a brief and complete a specified piece. Interviews will be conducted thereafter.

## ✓ Social media management internship - Social Media Campaign Manager

We are looking for a dedicated, enthusiastic individual who can commit to working a minimum of 8 – 12 hours per week. Although CRW is headquartered in London, UK, a mature and committed intern can work remotely and communicate with the organization online via Skype, email and phone. This is a unique opportunity to work in an innovative, rapidly growing nonprofit organization, gain and improve your skills, and gain experience working in collaboration with others.

### Main responsibilities include, but are not limited to:

- Manage organization's social media channels – including Facebook, Twitter, and LinkedIn– (Hootsuite dashboard).
- Monitor & reporting online news updates concerning the organization's key interests.
- Manage some administrative tasks as needed (e.g. updating databases, files, etc.).

### **Qualifications:**

- Strong social media skills, and at least one year managing social media channel(s) for a club, organization or business – particularly Twitter and Facebook would be highly desirable.
- Familiarity with Hootsuite or Tweetdeck.
- Outstanding oral & written skills.
- Ability to work both independently & as part of a team, managing multiple priorities
- Attention to detail, organizational skills & flexibility.
- Strong track record of project management / project completion.
- Self-motivated and enthusiastic about learning about the rights of women & girls with disabilities worldwide, human rights and the field of development; previous NGO experience preferred.
- Telecommuting/working at home required, and the availability of own computer or laptop & internet access.
- Major in one of the following preferred: Social Media, Communications, Human Rights, International Relations, Political Science or Interdisciplinary Studies.
- Experience with Survey Monkey, Mail Chimp, Wordpress and/or html is a plus, but not required.

*Interns are expected to have a mature and flexible attitude, display good time management skills, be able to undertake work independently and conduct accurate research. The intern should enjoy working in an internationally oriented human rights NGO, where a multitude of tasks will be assigned. The internship requires a high degree of responsibility and autonomy from the intern, but in turn promises an equally rewarding experience.*

The intern will assist CRW's team in implementing the organization's social media strategy, raise human rights awareness, including online advocacy, developing and expanding community outreach efforts and designing social media campaigns. This is a newly developing field of human rights advocacy, and we need free thinking activists with creative ideas for digital advocacy.

### **\*Intern requirements:\***

- Excellent working knowledge of Facebook, Twitter, Instagram, YouTube, Vimeo, Flickr, blogs.
- Excellent command of oral and written English. Working knowledge of other EU/UN languages.
- Genuine interest in International Politics, European Union and United Nations mechanisms.
- Knowledge of human rights.
- Knowledge of website management.
- Basic knowledge of office management and/or team working.
- Creativity and enthusiasm.
- Good communications skills.
- Experience in working remotely/independently with limited supervision or work from home is highly desirable.
- Working in a multicultural environment.
- Free to be creative, since we encourage new ideas for digital advocacy.

## **About Citizens Rights Watch**

---

Citizens Rights Watch is an international human rights digital advocacy organization known for its focus on online activism, its raising awareness on human rights and reporting, its innovative advocacy campaigns, and its fight for justice by mobilizing the people and by enriching the public debates.

Visit: <http://citizensrw.org/about>

## **What we offer:**

---

- ✓ Valuable experience working in a multicultural environment for an international human rights organization.
- ✓ You will join a friendly, motivated and enthusiastic team fighting to raise human rights awareness and give an end to human rights violations around the world.
- ✓ As a member of the CRW team you will play a crucial role in the running of our organization and gain insight into the day-to-day activities of an international NGO.
- ✓ In return for your time and commitment and with the successful completion of your internship, you will have the opportunity to receive a brilliant recommendation letter, you will have access to a wide network of human rights defenders, you will be well informed of the human rights situation around the world, and you will be able to hold and run online campaigns for human rights issues.
- ✓ We offer interesting, flexible and varied roles that would suit someone looking to launch their career in the charity/NGO sector.