

Asylum Access - Executive Team Intern – Fall 2016

Asylum Access, an innovative nonprofit dedicated to realizing refugee rights in the Africa, Asia and Latin America through legal services, policy advocacy and public education, seeks an Executive Assistant Intern to support its work at its head quarters location in Oakland, CA.

High-quality operations support and administration often make a critical difference in the effectiveness of a nonprofit. The Executive Assistant Intern will learn the inside scoop on running a successful nonprofit while supporting our global leadership on a wide variety of operations and administrative tasks. Projects may range from micro-level support to developing organizational growth strategy, but all tasks will develop creative problem-solving skills and require development of effective real-world solutions.

The intern will participate in cutting-edge refugee rights movement-building while working in a relaxed and supportive working environment and receiving professional mentoring from leading refugee rights lawyers and advocates.

Responsibilities

The Executive Assistant Intern's responsibilities may include, but are not necessarily limited to:

- Assisting the executive director on special projects and with daily tasks
- Scheduling international meetings and travel as well
- Arranging appointments with donors and influencers
- Making international calls in support of our senior management
- Researching upcoming events and conferences
- Conducting research pertaining to expansion and operations
- Maintaining our database of contacts
- General Administrative tasks

Preferred Qualifications

- Interest in international human rights and/or refugee rights and/or related topics
- Ability to balance multiple deadlines and diverse projects
- Ability to take initiative; self-motivated
- Strong attention to detail
- Strong written and verbal communication skills
- Ability to write professionally and concisely to a variety of audiences
- Genuine interest in learning how an international nonprofit operates
- Experience working with diverse individuals and groups; cultural sensitivity and awareness
- Ability to solve problem's creatively in real world scenarios

Hours and Location of Work

Interns are expected to work 10-40 hours per week, depending on the applicant's availability. The internship is based out of Oakland, CA Headquarters office with the occasional opportunity to work remotely.

Compensation

This is an unpaid internship.

To Apply

Please send a résumé and cover letter to Nikki d'Assis at apply@asylumaccess.org with the subject line "Executive Intern".

Please describe your reasons for applying, relevant qualifications, how you learned about the position, and your **earliest available start date**.

Applicants will be considered on a rolling basis until internship positions are filled. No calls or visits, please.

