

Asylum Access - Global Operations 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 interns to support its work at its head quarters location in Oakland, CA. Interns will participate in cutting-edge refugee rights movement-building through operational support. S/he will have the opportunity to lead projects and work in a relaxed and supportive working environment while interacting with and receiving professional mentoring from leading refugee rights lawyers and advocates.

The work of our Operations team supports and assists our offices in Ecuador, Thailand, Tanzania, Malaysia and Panama (future locations TBD), supporting the overall operations and program delivery of our dynamic legal service and policy advocacy model. In the coming year, the Operations team will work closely with country offices to evaluate and improve the Volunteer Legal Advocate program as well as support org-wide risk mitigation initiatives.

Responsibilities

The Global Operations Intern will help support volunteer management and fellowship development:

- Help design and implement new volunteer recruitment strategy to increase the number of diverse applicants
- Help create materials and systems to improve overall volunteer experience
- Research and write volunteer welcome packets for each of our country offices (i.e. housing support, medical care, general budgeting, risk management)
- Assist in the development of information and publicity packets for all eight of our Ecuador offices, catering each packet to the unique volunteer needs of each office
- Assist in the outreach to top universities to develop post-graduate fellowships
- Conduct outreach to top Latin American Universities to recruit volunteers and/or develop fellowship partnerships (Bilingual skills)
- Design a performance evaluation system for international volunteers
- Put together "how-to" guides for managing volunteers for all country offices

The Operations Intern will have the opportunity to delve into the area of human resources:

- Assist in the creation of internal processes evaluations
- Organization-wide HR trainings (i.e. sexual harassment and discrimination prevention)
- Interface directly with Quito office (if bilingual) to create HR trainings that cater to Ecuadorian staff culture as well as European and international volunteers
- Assist in the drafting of Asylum Access Malaysia's new staff policy handbook
- Compile research regarding labor laws in all countries of operations

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
- 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

Hours and Location of Work

Interns are expected to work full time, or 40 hours a week, for summer internships, and 10-20 hours per week for internships during the academic year. 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 "Operations Intern".

Please describe your reasons for applying and qualifications for the position, as well as how you learned about the position. Additionally, please specify your **earliest available start date**.

Applicants will be considered on a roll-in basis until the internship position is filled. No calls or visits, please.

