

## **Asylum Access – Refugee Rights Toolkit Intern – Summer 2016 Position Description**

Asylum Access is an innovative nonprofit dedicated to realizing refugee rights in the Africa, Asia and Latin America through legal services, community legal empowerment, policy advocacy and litigation. The organization is currently seeking an intern to support the ongoing development of the Refugee Rights Toolkit.

The Refugee Rights Toolkit intern will report directly to the Global Strategy and Operations Director and participate in developing a cutting-edge tool to support the development of refugee rights projects world-wide. In doing so, s/he will have the opportunity to lead dynamic research projects, work in a relaxed and supportive working environment, develop a solid understanding of the refugee rights and refugee response regime and receive mentoring by leading refugee rights lawyers and advocates.

### **About Asylum Access' Global Policy Advocacy**

Since its founding, Asylum Access has been a leader in the effort to make refugee rights a reality in Africa, Asia and Latin America. The Global Policy Department works with all offices – in Ecuador, Thailand, Tanzania and Malaysia and Mexico – on campaigns that push this vision forward every day. However, there are many countries where Asylum Access does not have operations, where there are serious and pressing refugee crises. Asylum Access is committed to building a global refugee rights movement beyond countries where we have offices, and we have created the Refugee Rights Toolkit to do this.

It is an open access online platform, which seeks to develop the leadership capacity of refugee rights leaders toward the end of replicating the Asylum Access model in different local contexts. It is aimed at people setting up or managing refugee rights initiatives anywhere in the world.

The Toolkit offers concise, practical advice on advocating for refugee rights through direct legal services, community legal empowerment, policy advocacy and strategic litigation. It covers topics related to start-up and management of an NGO or program, from fundraising and relationship building to human resources, communications, finance and monitoring and evaluation. Overarching topics such as ethics and gender-sensitivity feature throughout.

The best practices contained in the Toolkit have been gleaned from lessons learnt over years of refugee rights work in Asylum Access' offices in Latin America, Africa and Asia, and in the wider refugee rights and legal aid community.

### **Specific Intern Responsibilities**

- Support the ongoing development of new content and strategy for the Refugee Rights Toolkit, and increasing its usability and accessibility worldwide. This will include legal and other research and writing, authoring articles and blog posts, and other activities in support of toolkit development at HQ and in overseas offices.
- Assist in the development of learning tools and trainings in support of overseas staff and local advocacy priorities.
- Construct tools for practitioners in all or some of the areas of Legal Services, Community Legal

- Empowerment, Policy Advocacy or Strategic Litigation
- Interact with WordPress in the aggregation of best practices and lessons learned in the refugee rights movement
- Help develop approaches to refugee rights coaching and mentorship that capitalizes on best practices in online and remote learning
- Edit and improve existing content in the Toolkit

### **Preferred Qualifications**

- A student undertaking a J.D., LLB, MA or advanced degree in a relevant field or equivalent work experience in related field.
- Genuine interest international human rights, immigration, or refugee law.
- Strong research and writing skills.
- Strong initiative and ownership of projects, manage multiple deadlines, and work effectively with a high attention to detail.
- Experience in community organizing, training, and / or engagement with refugees, migrants, or other vulnerable populations and/ or with international organizations or outside of the United States.
- Working knowledge of Wordpress platforms
- Experience creating Webinars desired

### **Hours and Location of Work**

Interns are expected to work full time, or part time, 10-40 hours per week for internships during the academic year. Interns who are available for the duration of the academic year are preferred, but we are also happy to consider applicants who are only available for the fall semester. The Internship is based out of Oakland, CA Headquarters office with the occasional opportunity to work remotely.

### **Compensation**

This is an unpaid internship. Interns have access to numerous learning opportunities throughout the internship and are encouraged to pursue their interests during the experience.

### **To Apply**

Please send a cover letter, résumé, and concise writing sample to Nikki d'Assis at [apply@asylumaccess.org](mailto:apply@asylumaccess.org). In your email, please list the following items in bullet points:

- Your placement in school (First year JD, recent graduate, etc.)
- Your program and school
- Please specify whether you are available for a Fall Semester or Full Academic year internship, and specify the exact dates of your availability, including your earliest available start date.
- How many hours a week (during business hours) would you be available for this internship?
- Where did you find out about this opportunity? Please list the exact job board, or individual contact
- Please put 'Toolkit Intern' in the subject line.

In your cover letter, please describe your motivation for working with Asylum Access and your qualifications for the position. Applicants will be considered on a rolling basis until internship position is filled. No calls or visits, please.

