

Global Program Associate - Refugee Rights, Legal Services and Empowerment

Asylum Access, an innovative international human rights nonprofit, is looking to hire a full-time Global Program Associate for a one-year contract with the possibility of renewal. The Global Program Associate will provide special program, research and analysis support to the Legal Services (LS), Community Legal Empowerment (CLE) and Global Programs team.

The Program Associate will report directly to the Global Legal Services Director based out of Oakland, CA. S/he will provide technical expertise in the areas of legal services, community education and advocacy to our overseas offices as well as our Refugee Rights Toolkit mentees. In doing so, s/he will have the opportunity to work in a relaxed and supportive working environment, contribute to the global advancement of refugee rights, and work closely with leading refugee rights lawyers and advocates.

This position will be based out of the Asylum Access Malaysia office in Kuala Lumpur or Asylum Access Thailand office in Bangkok and will support the Asylum Access global team.

About Our Global Legal Services and Community Legal Empowerment Programs

Since its founding, Asylum Access has been a leader in making refugee rights a reality in Africa, Asia, and Latin America. Each of our offices utilizes robust programs in the areas of Legal Services and Community Legal Empowerment to provide important direct services to refugees. Through direct legal representation, group workshops, grass-roots advocacy, and other forms of legal empowerment, refugees receive legal information and assistance, equipping them to successfully advocate for themselves before government and UN officers.

Our Global Programs staff offer high-quality technical support to our overseas offices as they respond to the needs of vulnerable refugees, including gender-based violence survivors, children, and others, while complying with international ethical norms.

Asylum Access is committed to building a global refugee rights movement beyond countries where we have offices. Through best practices contained in the Refugee Rights Toolkit, the Global Legal Services Program extends mentorship to new refugee rights leaders as they strive to reach and serve refugee communities in their countries.

Specific Responsibilities:

- Provide technical assistance and support on legal services cases and program management for diverse refugee legal contexts
- Design and build training materials, program guidelines and policies that strengthen and improve the quality and effectiveness of direct services provided to clients in all of Asylum Access's offices.
- Collaborate with overseas staff on the development and implementation of systems that standardize legal services case management and ensure compliance to ethical norms, including under the Nairobi Code
- Identify key resources related to good practices of community engagement and meaningfully connect in-country staff to these resources with the aim of improving programming around issues related to serving vulnerable refugees, including; gender-based protection, managing trauma, detention, unaccompanied minors, and livelihoods
- Monitor and support the implementation of an organizational client database system to ensure high quality case management
- Review and adapt existing organizational trainings and policies for Refugee Rights toolkit application and mentorship
- Connect organizational staff and volunteers with external experts and resources for training and advising purposes
- Research trends in global migration specific to regions of Asylum Access's operations, including Central America and South Asia, identifying specific push and pull factors, and developing community empowerment and organizing proposals specific to refugees in these areas

Preferred qualifications

- Law degree with focus and/or background in international human rights law and refugee issues
- Demonstrated experience leading or managing individualized legal services, legal empowerment, and other related programs
- Genuine interest in international human rights law and refugee issues and/ or international development
- An understanding of, and experience with, working in international and/or U.S.-based immigration and refugee contexts
- Strong research, writing, and communication skills
- Strong cross-cultural understanding and communication skills
- Strong initiative and ability to take ownership of projects, manage multiple deadlines, and work effectively with a high level of attention to detail
- Spanish language skills are an asset
- Flexibility to work off hours to participate in international conference calls and meetings when necessary



How to apply:

To apply please send a resume, cover letter, and brief writing sample to Amalia Greenberg Delgado at apply@asylumaccess.org with the subject heading of “Global Program Associate.” Please also note where you learned about the position.

Applications will be accepted on a rolling basis, as we are seeking an immediate hire for a minimum 1-year commitment. We encourage interested and qualified candidates to apply as soon as possible.

The compensation package includes a locally competitive nonprofit salary and benefits package, with generous time off.

Please no phone calls or visits. Due to the high number of applications only those candidates invited to interview will be contacted.

