

## **Asylum Access – Refugee Rights Toolkit Web Intern**

### **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 website development of the Refugee Rights Toolkit for Asylum Access Latin America.

The Refugee Rights Toolkit web intern will participate in developing a cutting-edge tool to support the development of refugee rights projects in Latin America. In doing so, s/he will have the opportunity to lead the web development Asylum Access Latin America's Refugee Rights Toolkit, work in a relaxed and supportive working environment, and develop a solid understanding of the refugee rights and refugee response regime.

### **About Asylum Access' Refugee Rights Toolkit**

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 Programs Team 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. The best practices contained in the Toolkit have been gleaned from lessons learnt over years of refugee rights work in Asylum Access' offices.

Asylum Access is committed to developing new strategies to better support refugee rights leaders in Latin America through the Toolkit initiative. This includes developing a Latin American version of the Toolkit platform, adapted to its regional context.

### **Specific Intern Responsibilities**

- Utilize the Refugee Rights Toolkit template to develop a Toolkit website for Asylum Access Latin America.
- Edit and improve existing format in the Toolkit in collaboration with the Global Programs Team.
- Where appropriate, provide support in any other IT-related tasks as required by Asylum Access.

### **Preferred Qualifications**

- Advanced qualification in IT.
- Experience of creating websites using Wordpress. Strong ability to use web hosting services and plugins.



- Strong initiative and ownership of projects, manage multiple deadlines, and work effectively with a high attention to detail.
- Interest international human rights, immigration, or refugee law.
- Working knowledge of Spanish.

**Reports to:** Global Programs Associate

### **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 will have the opportunity to lead a dynamic project. They will also have access to numerous learning opportunities and are encouraged to pursue their interests throughout the internship.

To apply, please send a cover letter and résumé to Helen Leung at [helen.leung@asylumaccess.org](mailto:helen.leung@asylumaccess.org).

In your email, please list the following items in bullet points:

- Your placement in school (if applicable) and highest qualification
- Your earliest start date
- How many hours a week (during business hours) would you be available for this internship?
- How is your preferred duration of the internship?
- Where did you find out about this opportunity? Please list the exact job board, or individual contact
- Please put 'Toolkit Web 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.