

Innovative Human Rights NGO Seeks Refugee Rights Toolkit Intern

About Asylum Access

Asylum Access is a leading refugee human rights organization headquartered in Oakland, CA with substantial operations and partnerships in countries across the world. Asylum Access is the only global organization working to make human rights a reality for refugees in first countries of refuge. Our unique combination of five integrated strategies provides grassroots assistance and changes the legal landscape for refugees and their host communities. By helping refugees assert their rights, we are putting power back into their hands. Our work transforms the traditional approach of endless humanitarian handouts to a sustainable solution that gives refugees the tools to provide for themselves and make choices about their own lives.

Asylum Access envisions a world where refugees are seen as people with rights, not just people with needs. Asylum Access believes that by empowering refugees to assert their human rights, we can create effective, lasting solutions for refugees around the world.

Position Description

Asylum Access is committed to building a global refugee rights movement beyond countries where we have offices. The Refugee Rights Toolkit lends the acquired expertise and best practices of Asylum Access to the next refugee rights leaders anywhere in the world. The Refugee Rights Toolkit Intern will support the next phases in maintenance, development, and delivery of the toolkit to refugee rights advocates.

The Refugee Rights Toolkit Intern will contribute to the continued development of the toolkit by providing critical support in ensuring that current materials are up-to-date and accurate, and assisting in formatting the toolkit for new modes of distribution. They will work closely with the operations and programs teams to perform the following tasks:

Essential Job Responsibilities

Duties may include but are not limited to:

- Research options for adaptation of toolkit material from a website format to a textbook-style format
- Adapt toolkit to be easily distributed in textbook-style format, allowing for additional flexibility for our audiences
- Review current toolkit material for inaccuracies, outdated information and concerns and update material as necessary

- Collaborate with Asylum Access staff across programs and operations to ensure that new toolkit formatting and material meet organizational needs

Preferred Qualifications

- Experience with Wordpress
- Fluency in Spanish

Required Qualifications

- Strong interest in international human rights and/or refugee rights
- Strong research, writing and editing skills
- High level of attention to detail
- Solid organizational skills; ability to manage projects to completion
- Ability to and interest in working both independently and collaboratively
- Ability to work with diverse individuals and groups. Candidate should be culturally sensitive
- Working knowledge of Gmail, Google Drive, Microsoft Office and related tools (Docs, Sheets, etc.)
- Fluency in English

Hours and Location of Work

This position will require **10-15** hours of work per week. Work can be remote, though work in the Asylum Access office in Oakland, CA can also be arranged. Schedule and hours are somewhat flexible and official committed hours and work time will be formalized between the selected candidate and the position supervisor.

Compensation

This is a part-time, unpaid internship.

Application Instructions

Send your resume, cover letter and a short writing sample to apply@asylumaccess.org. In your cover letter, please describe your reasons for applying, relevant qualifications, and how you learned about the position.

Applicants will be considered on a rolling basis until the position is filled. Applicants in need of accommodation during the interview can contact HR at apply@asylumaccess.org.

Asylum Access is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. For more information about our organization, visit www.asylumaccess.org