

IBJ Typical Internship Opportunities

International Bridges to Justice (IBJ) is a nonprofit, nongovernmental organization dedicated to ensuring the basic legal rights of ordinary citizens in developing and transition countries. Specifically, IBJ works to guarantee all citizens the right to competent legal representation, the right to be protected from cruel and unusual punishment and the right to a fair trial.

IBJ welcomes committed volunteers who wish to intern with us. We accept interns throughout the year, in our head office in Geneva and in countries in which we have programs. We recruit on a rolling basis, except for the summer, for which we accept applications up until 20th January 2014.

We welcome applications from students or recent graduates of law, business, political science, international relations, and other related study areas. Internships are unpaid, but can be done on a flexible basis (full time or part time). We ask that interns commit to working with us for a minimum of 12 weeks. If you are interested in applying for an internship with us, please send a CV and brief cover letter to internationalbridges@ibj.org, stating why and where you would like to intern, when you would like to start and how long you can stay.

Criminal Justice eLearning Initiative - Geneva

IBJ is looking for suitable candidates to support our eLearning and accreditation initiative, which is a means to set standards for criminal defense lawyers, prosecutors and judges around the world in terms of the domestic implementation of international human rights legal norms. This initiative will allow jurists to advance through a progressive training model using an eLearning platform.

Duties and Tasks:

- Assist with research into existing models of international legal accreditation programs with special focus on criminal defense and justice e-learning initiatives
- Assist with researching into criminal procedure codes and penal codes in different criminal justice systems globally
- Assist with researching, developing, installing and editing on-line legal educational modules and information
- Assist with preparing materials for live and on-line training events, including legal education materials, monitoring and evaluation tools, and reports
- Assist with the monitoring and analysis of training programs and the training providers
- Assist with building strategic and collaborative legal partnerships globally and locally
- Assist with liaising between an advisory committee of legal experts and the Criminal Justice (CJ) Accreditation Initiative
- Monitor and analyze usage for all IBJ educational websites
- Develop and utilize social media, social networking and other online tools
- Assist writing grant proposals
- Assist Training Director as required

Skills desired:

- Professional qualification in the area of education and e-learning, with a strong preference for a law degree with criminal defense experience or related work
- Experience in legal education projects, particularly training of jurists and drafting of educational modules, especially for e-learning platforms
- Good IT and communication skills, especially in relation to e-learning
- Good legal research, documentation and drafting skills

- Fluency in written and oral English and proficiency in French/Spanish/Arabic/Mandarin
- Experience or knowledge of software programs, such as Adobe Presenter and Articulate
- Commitment to the cause of human rights and especially its domestic implementation
- Ability to work with multicultural staff
- Knowledge of civil and common law systems

Social Media/Web Communications Internship - Geneva

IBJ has made considerable progress in our use of the Web to drive support for our programs. This includes upgrades to www.ibj.org, <http://blog.ibj.org>, and justicemakers.ibj.org. This also includes the creation of IBJ Facebook and Twitter Pages, the establishment of a Youtube channel, and the publication of a photo gallery on www.photoshelter.com/c/internationalbridges.

We are looking for people to maintain and build upon this suite of websites to help IBJ secure more resources for its programs.

Duties and Tasks:

We are looking for entrepreneurial, self starters to:

- Work with the IBJ team to build connections with other blogs, websites, and organizations within the criminal justice and human rights community
- Roll out online tools and resources for IBJ's JusticeMakers community – such as training and accreditation materials for public defenders, discussions about criminal justice, etc
- Collaborate with web developers to improve the user interface and design aesthetics of IBJ's websites and to build features that enhance the community
- Ensure consistency between the branding of the IBJ and any subdomains – JusticeMakers, eLearning, etc.; ensure that the websites are up to date with the latest information about IBJ's work
- Refine the content and branding of IBJ's promotional materials – both online (PowerPoint presentations, email newsletters) and offline (brochures, posters, postcards, Press Kit)
- Utilize social media tools to further publicize IBJ; capture the personal struggles and triumphs of Fellows, and use these narratives to better articulate the role IBJ plays within the larger human rights community.
- Assist in organizing photo exhibitions, and propose other creative methods of marketing the work of IBJ's photojournalist interns

Skills Needed

The ideal candidate is current student/ recent graduate with a penchant for entrepreneurship and a passion for human rights. The ideal candidate must also have...

- Proficiency with Adobe Photoshop or other image editing tools
- Experience in HTML, CSS, or other web development software
- Knowledge of social media marketing and Web 2.0 technologies, such as blogging, Facebook, Ning, Twitter, etc. Experience in building online communities and social networks.
- Experience in using site-traffic-tracking software such as Google Analytics
- Written and spoken proficiency in English and French/Spanish
- Good interpersonal and communication skills
- Ability to propose and implement innovative ideas

Additional Skills Desired

- Interest in international human rights and criminal justice reform
- Additional language reading and writing skills (Portuguese, Khmer, Urdu, etc)
- Knowledge of online marketing tools such as Google AdWords.
- Ability to work in a multicultural environment

Program Management Internships – Geneva

IBJ is looking for suitable candidates to help with the management of our country programs.

Duties and Tasks:

- Assist in developing and maintaining the project workplans for our country programs, and managing our activities against them
- Provide support to IBJ staff in countries
- Assist IBJ Fellows and partner organizations with any other IBJ program related work
- Assist in managing the relationship with partner organizations in countries
- Assist in preparing for and organizing training and other events in countries
- Help gather monitoring and evaluation data and compile progress reports on IBJ's activities in countries
- Write reports on IBJ's program work for funders, individual donors, and for newsletters
- Assist IBJ Fellow in pursuing in-country funding possibilities
- Assist writing grant proposals
- Assist Program Director as required

Skills needed:

- Experience in managing complex projects
- Experience working in developing countries
- Proficiency in English
- Good IT and communication skills
- Good interpersonal skills
- Experience in writing reports, excellent writing and editing skills
- For working on Burundi and Rwanda, French language skills are required.

Skills desired:

- Relevant language skills will be an advantage.
- Commitment to the cause of human rights and especially its domestic implementation
- Cultural sensitivity in terms of the country/region concerned

JusticeMakers Program Management - Geneva

IBJ is looking for suitable candidates to assist IBJ's staff in various duties relating to our JusticeMakers (JM) Project. JusticeMakers is an online community that shares intellectual capital and best practices in the field of criminal justice. The site facilitates discussions, connects passionate members of the criminal defense community, and hosts competitions that seed the most innovative proposals seeking to curb torture abuse.

Duties and Tasks:

- Strengthen relationships between JusticeMakers and other blogs, websites, organizations within the criminal justice and human rights community.
- Capture the personal struggles and triumphs of JusticeMakers, and use these narratives to better articulate the roll IBJ plays within the larger human rights community. A particular

emphasis will be placed on capturing the stories of winning JusticeMakers as they implement their project ideas from the 2008 Competition.

- Collaborate with web developers to improve the user interface of the JusticeMakers website and build features that enhance the community.
- Facilitate JusticeMakers Discussion Board
- Refine the content, branding, and distribution process of the IBJ's JusticeMakers Community Newsletter.

Skills needed:

- Comfort with drafting and editing blog posts, feature articles
- Excellent communication skills
- Experience in HTML or with Web Development Software
- Written and Spoken Proficiency in English and French or Spanish
- Ability to operate in a deadline driven environment
- Familiarity with of social networking sites like Facebook, Ning, MySpace, etc., to build and maintain online communities

Skills desired:

- Commitment to the cause of human rights
- Proficiency in Photoshop/InDesign
- Ability to work in a multicultural environment
- Additional language reading and writing skills (such as, Portuguese, Arabic, Russian, Chinese)

Development Intern - Geneva

IBJ receives support from a variety of leading foundations who believe in our theory of change. With that said, the funding world is quite complex with thousands of different players. In order to best prioritize staff time, IBJ needs help differentiating among various funders, investigating those that we feel might be the best fit, and help with drafting proposals to them. Relevant data points include: average grant size, standard grant timeline, level of involvement, focus, etc. IBJ's Development Intern would work closely with Donna Reitano, IBJ's Development Director, and with Karen Tse, IBJ's Founder and CEO, who is an award-winning social entrepreneur.

Skills needed:

- Ambitious, seeking experience in nonprofit fundraising
- Research skills
- Good communication skills
- Good writing and editing skills