



International Bridges to Justice

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China Program: Technology Associate

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 is currently accepting applications for the position of Technology Associate with our China Program. The China Technology Associate is a paid part-time position based in our head office in Geneva, but remote postings will also be considered for the right candidate. The Technology Associate will provide technological support for all of our China programs including our various web-based platforms of training resources for criminal defense lawyers, our digital rights awareness products, and our live virtual trainings. The ideal candidate will be experienced and proficient in technology, human rights and justice issues, as well as in Mandarin Chinese.

Duties and Tasks:

- Provide technological assistance to IBJ China staff in implementing our programs and activities
- Develop, produce, and upload digital training resources including online legal educational modules, podcasts, presentations, and/or webinars to IBJ's websites and social media platforms
- Assist with the development of digital rights awareness products
- Manage the overall maintenance of IBJ's China-related websites and social media platforms
- Create systems to track relevant user metrics for all platforms and products
- Provide technological support for live virtual trainings, conferences, exchanges, and/or other events for lawyers
- Liaise with outside consultants on larger technology projects
- Assist China Program Director with technology-related tasks as required

Skills needed:

- Experienced in web design and/or web development, webpage maintenance, web analytics, and eLearning tools such as iSpring, SCORM, and Moodle
- Comfort in hosting complex online video-conferencing sessions

- Familiarity with the Chinese internet ecosystem including Chinese social media platforms and Chinese web tools
- Proficiency in English and Mandarin Chinese
- Good communication skills, interpersonal skills, cultural sensitivity, and the ability to work in a multicultural environment
- Commitment to the cause of human rights and the promotion of rule of law in the criminal justice sector

Please send resume and cover letter by e-mail to Paula Ho, China Program Director, at pho@ibj.org by December 24, 2021.