



International Bridges to Justice Internship Opportunities

International Bridges to Justice (IBJ) is a nonprofit, nongovernmental organization dedicated to ensuring the basic legal rights of ordinary citizens in fragile or conflict-affected countries. Specifically, IBJ works to guarantee the right to competent legal representation, the right to be protected from cruel and unusual punishment and the right to a fair trial for every man, women, and children.

Some of the highlights of IBJ's work in 2018 include: obtaining funding for projects to pair accused individuals with lawyers through the use of technology in Sri Lanka and Cambodia, publishing country-specific training manuals and hosting legal training sessions in Syria and Myanmar, and establishing an international women defense lawyer network in Francophone African countries like the Democratic Republic of Congo, Rwanda, and Burundi.

IBJ is looking for outstanding, self-motivated law candidates who want to be part of our ongoing mission to end investigative torture and provide access to legal representation to everyone around the world who needs it.

Timeline & Requirements

- IBJ welcomes students or recent graduates who wish to begin a summer fellowship with us.
- We accept interns throughout the year on a rolling basis. Fellows may be placed in our head office in Geneva or in country programs offices in Burundi, Cambodia, China, D.R. Congo, India, Singapore, and Zimbabwe.
- Please note that IBJ cannot provide any form of financial support for this internship opportunity.
- Proof of institutionalized funding of \$2600 is required by Swiss law to participate in an internship in Geneva.
- We ask that interns commit to working with us for a minimum of 12 weeks.

Benefits

- Interns will work in an international, friendly, challenging and rewarding environment.
- Interns will get direct supervision from specifically assigned staff(s) and our internship coordinator.
- Depending on their preference and where they are based, interns will work on a variety of tasks and initiatives, including: providing research for our training programs, writing grant proposals and applications, helping with program management and finances, strengthening our online communities, and contributing to our fundraising initiatives. We also look for interns with special talents in graphics and web design.
- IBJ is an entrepreneurial organization. As such, you are also more than welcome to talk to us about any new initiatives that you have in mind for the period of the internship and beyond.

For more on how tasks are divided please see the attached IBJ Internship Types document

Application Materials

- Please check out the attached IBJ Internship Types document before applying.
- **All prospective interns must send a CV and cover letter to opportunities@ibj.org and cc tuthayophas@ibj.org**
- The cover letter should explain your motivation to intern at IBJ, where you would like to intern, the specific types of internship you are interested in, your proposed period of internship, and any special circumstances that you would like to note to us.
- For programmatic interns, please also explain the sub-programmatic area that you are especially interested in (ex. Grant Work) and send us a short 5 to 10 pages writing sample.
- For graphics intern, please also send in us examples of your work.



IBJ Internship Types

There are a lot of work to be done at the International Bridges to Justice. Below we listed the types of internship opportunities typically available to prospective interns of IBJ:

Geneva Headquarter

Programmatic Intern (6)

1. Training
 - a. Support our Training Director with our eLearning and accreditation initiative
 - b. Sample tasks include: research on criminal procedures, assist developing e-learning modules, and preparing other kinds of materials for live and online learning events.
2. Program Management
 - a. Support our Program Associates with the management of our country programs
 - b. Sample tasks include: developing and maintaining the project workplans for country programs, writing report for funders like the UN, and providing other kinds of support to in-country staffs.
3. Grant work
 - a. Support our Resource Development Officer in writing grant proposals.
 - b. Sample tasks include: writing grant applications to funders, researching grant opportunities and requirements, and obtaining other kinds of information for grant writing.
4. Technology Initiatives
 - a. Support our unnamed technology initiative to build a worldwide community of lawyers.
 - b. Sample tasks include: thinking big picture about our technology initiative, helping out staff to build it, contacting developers, funders, and others for opportunities to leverage this initiative.

Ideal Candidate for all Programmatic Interns will have good legal research, documentation and drafting skills in English. Proficiency in other languages (French being particularly desirable) is very helpful.

Finance Intern (2)

- Support our Finance & Accounting Officers In financial analysis and revenue processing.
- Sample tasks include: financial analysis of actual projected expense, working with balance sheet schedules, assist with audit preparations, and record keeping etc.

The Ideal Finance Intern Candidate will have prior experience with fundraising and donor reports although we have accepted willing interns without prior experience in the past.

Graphics Intern (1)

- Support all our staff with their needs in terms of Graphics & Art Designs. Work of previous interns have been showcased at high profile events like the World Economic Forum in Davos.
- Be in charge of website development, under the guidance of our content staffs.

Graphics Intern Candidate must be able to use Photoshop at a minimum. Prior experience with web design and creating graphics for social media purposes (Facebook banner, etc.) is helpful.

Social Media Intern (1)

- Support our community building initiatives via the use of social media.
- Sample tasks include: interviewing our lawyers for stories, posts discussion starters based on a five-days schedule, arranging web info sessions and other special events with law school deans etc.



Non-Geneva Offices

Internship tasks and opportunities in our non-Geneva offices are based on the needs of each individual programs. Accepted interns will have the opportunity to talk with both the Program Director in the prospective country and the Internship Coordinator in Geneva to decide on their responsibilities.

A sample of how an internship abroad could look like:

- Direct Supervision from Program Director
- Indirect Supervision from Geneva

- 75% of task assigned by Program Director in Sri Lanka
- 25% of task assigned by Geneva

Advantages of working in non-Geneva offices may include:

- Opportunities to shadow local lawyers
- Opportunities to directly assist with management of local staffs
- Opportunities to attend local events, such as rights awareness events and legal trainings

For more detail on the kinds of work that IBJ does, please check out our website.

In addition to the responsibilities listed above, interns are expected to also help out with general office management from time to time. We also greatly appreciate any help that we can get with communications in other languages and translations of our materials