



# International Bridges to Justice

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## China Program Internship

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 internships with our China Program for the Spring semester based in our head office in Geneva, or remotely from Boston in the United States. We welcome applications from students or recent graduates of law, but will also consider applications from students/recent graduates of political science, international relations, communications, and other related study areas. Interns will be paid a stipend, and we will consider both full time or part time schedules. 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](mailto:internationalbridges@ibj.org), stating why you would like to intern, when you would like to start, and how long you can stay.

### Duties and Tasks:

- Provide programmatic assistance to IBJ China staff in implementing our programs and activities
- Assist in preparing for and organizing trainings, conferences, exchanges, and/or other events for lawyers
- Research Chinese laws to help support the development of legal training materials
- Assist with researching, developing, producing, and uploading online legal educational modules, podcasts, presentations, and/or webinars to IBJ's websites and social media platforms; and assist with overall maintenance of IBJ's China-related websites and social media platforms.
- Provide translation support
- Help gather monitoring and evaluation data and compile reports
- Assist as needed with writing reports on IBJ's programs for funders, individual donors, and for newsletters, and with writing grant proposals
- Assist China Program Director as required

**Skills needed:**

- Proficiency in English and fluency in Chinese
- Excellent legal research, documentation, and drafting skills
- 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

**Application deadline: January 31, 2020**