



Terms of Reference **JRR USA Intern** Summer 2017

The Intern will work in JRR New York offices, under the direct supervision of the Communications and External Relations Officer and the JRR Head of Office – JRR USA; SGBV and MENA Region Programs Manager. The internship is unpaid.

Schedule:

The intern will be working on a full-time schedule in the summer term, for a total of 5 days a week, from 9:30 am to 5:30 pm M-F.

Duties and Responsibilities:

The intern will support the work of the JRR's New York Office, in particular JRR's public communications, as well as SGBV and MENA programmes

Specifically, the intern will be required to:

- Familiarize him/herself with JRR's activities (incl. deployments, trainings and outreach);
- Update contact and institutional information on the Salesforce software;
- Prepare weekly memos on news and events of interest for the JRR NY Office;
- Assist with the production of written web content including press releases, announcements, and other web collateral;
- Assist with the mapping of influencers and key upcoming events;
- Support ongoing outreach to media outlets and members of the press;
- Assist with the planning, preparations and execution of JRR events;
- Produce and/or update JRR outreach materials;
- Attend and report on events of interest for the JRR NY Office;
- Conduct independent and proactive research on situations in which JRR has been active, in order to assess judicial, legal, political and other developments in the aftermath of JRR activities;
- Based on such research, draft short narrative descriptions of outcomes of JRR activities and support the development of results-based communications products within JRR's wider communications strategy;
- Perform such other related tasks as may be reasonably required.

Functions & Deliverables:

Qualifications:

- An undergraduate degree is required – an advanced degree in international relations, human rights, communications, media studies or similar is desirable;



JUSTICE RAPID RESPONSE

- Previous work or internship experience with a human rights or international non-profit is required;
- Good understanding of international criminal justice, transitional justice, United Nations, international relations and the multilateral system;
- Ability to write clearly for general audiences, be a strong editor of the work of others;
- Good familiarity using and promoting content on social media platforms (Twitter, YouTube, LinkedIn);
- Design skills are an asset (familiarity working in Adobe Photoshop, Illustrator and InDesign highly desirable);
- Fluency in English is a requirement, good knowledge of Spanish, French, Arabic or other languages an asset;

Qualities for Success at JRR:

- Highly organized, able to pay close attention to detail, and able to work independently;
- Mature, poised under pressure, able to interact with ease with a variety of interlocutors;
- Ability to deal with sensitive information,
- Enthusiastic about the mission of JRR, have a sense of humor and an active imagination.

How to Apply

To apply, provide: 1) Resume; 2) 1-pager letter of motivation explaining why you are interested in this internship, and 3) 1-2 page writing sample. Email your application content to development@justicerapidresponse.org with the subject line "Summer 2017 Internship - Communications". Applications will be reviewed on a rolling basis before May 15th. No phone calls please.

Background:

Justice Rapid Response (JRR) is an innovative initiative established by States to improve the ability of the international community to end impunity for genocide, war crimes, crimes against humanity and serious human rights violations. JRR provides a flexible, rapid, and cost-effective means to access relevant, highly specialized investigative expertise in order to assist with fact-finding, inquiries and investigations in situations where violations of international criminal law and serious human rights violations may have occurred. To do this, JRR has created a geographically diverse and gender balanced roster of experts in a wide range of criminal justice and related fields who have specialized expertise in the conduct of international investigations. The experts on the JRR roster can be made rapidly available at the request of States, as well as international institutions with appropriate jurisdiction such as UN entities or the International Criminal Court. Our vision JRR's goal is to ensure that timely, professional, impartial investigations of core international crimes contribute to creating credible deterrence, thus helping post conflict societies avoid sliding back into conflict.

The JRR Secretariat is composed of a small team to carry out JRR's activities under the direction of the JRR Executive Director. The JRR Secretariat is based in Geneva, Switzerland with offices in The Hague and New York.