

# European Human Rights Advocacy Centre Internship in NGO Skills

The European Human Rights Advocacy Centre (EHRAC) is inviting applications for a four-month internship placement (2-3 days per week). EHRAC is based within the School of Law at Middlesex University and operates as a non-governmental organisation (NGO).

EHRAC assists lawyers and NGOs from Russia, Georgia, Azerbaijan and Armenia in taking cases to the European Court of Human Rights and provides training to build the capacity of the human rights communities. Issues tackled through our work include: extrajudicial executions, torture, 'disappearances', freedom of expression, and ethnic discrimination. We have an exemplary record of bringing cases before the European Court, receiving worldwide media coverage from the likes of The Guardian and Washington Post for our landmark litigation work.

Undergraduate, postgraduate students and recent graduates are welcome to apply.

## **PLACEMENT DESCRIPTION:**

The four-month internship placement will take place in EHRAC's offices in Middlesex University, Hendon campus. Successful candidates will be required to carry out both substantive and administrative tasks relating to EHRAC's work.

## **TASKS WILL INCLUDE:**

Undertaking administrative office tasks, such as assisting with filing, taking minutes and other duties; researching human rights issues; proof-reading, drafting reports; supporting EHRAC staff with event organisation.

## **INTERN PROFILE:**

- Strong interest in human rights issues
- Excellent oral and written communication skills (English)
- Proven administrative and organisational skills
- Competent in use of Microsoft Office applications (Word, Excel, etc.)
- Ability to use initiative, prioritise competing workloads and work independently
- Adaptable and flexible approach; willingness to be involved in all areas of EHRAC's work
- Commitment to 2-3 days per week for a minimum four-month period

## **WHAT YOU WILL GAIN:**

- Insight into how an NGO operates, including administration, fundraising and financial management
- Practical work experience in an NGO
- Opportunity to learn about human rights in a dynamic office environment.

| The deadline for applications is ***Sunday 4th January 2015.***

To apply, please send your CV and a covering letter providing examples of how you match the intern profile and why you would be appropriate for this position to **[ehrac@mdx.ac.uk](mailto:ehrac@mdx.ac.uk)**.

Due to limited resources, only shortlisted candidates will be contacted. Interviews will take place in the week commencing 12<sup>th</sup> January and the internship period will be from the start of May to the end of August.

For more information see <http://www.mdx.ac.uk/ehrac/intern>