

## **Coalition for the International Criminal Court (CICC) Secretariat Internship**

**Closing date:** 4 August 2023, at 16h EST.

**Location:** New York (USA).

**Type:** Part or full-time internship; full-time on 1-15 December.

**Starting date and duration:** from mid- September 2023 until end of December 2023.

**Stipend:** Up to 350USD /month (pro-rated for part-time internship).

### **About this role**

The Secretariat of the Coalition for the International Criminal Court is seeking a dynamic and driven individual to provide support to all areas of the Coalition's work, including advocacy, programs and operational support to the Coalition's Secretariat and its membership for the annual session of the ICC Assembly of States Parties (ASP), taking place in New York on 4-14 December 2023. Ahead of and during the 22<sup>nd</sup> ASP session, you will support our team in facilitating civil society's access to and meaningful participation in this important annual gathering.

The Coalition for the International Criminal Court is the world's largest civil society partnership advancing the global fight against impunity for serious international crimes. Its membership and work are facilitated by its Secretariat, with staff in New York, The Hague, and Brussels. You can learn more about us at [www.coalitionfortheicc.org](http://www.coalitionfortheicc.org) or on our social media ([Twitter](#), [Facebook](#), and [LinkedIn](#)).

### **Main tasks and responsibilities**

The intern will assist the Coalition's Secretariat staff through a mix of advocacy and programmatic tasks. Responsibilities may include:

- Follow and report on events, including meetings of the ICC ASP, United Nations, or regional organizations, and assist with the monitoring of ICC proceedings and developments;
- Assist with research and drafting of legal and policy material, website updates, human rights and media monitoring, as relevant;
- Support civil society participation at the 22<sup>nd</sup> ASP session, including, but not limited to: logistical arrangements, preparation of background materials, analysis and reporting on the sessions.
- Support with multi-lingual communications and publications, including translations (to and from English, French, Spanish), and assist with social media presence;
- Support the organization of virtual and in-person Coalition events and meetings (e.g., coordinating invitations, note-taking, and reporting);
- Undertake other assignments as needed, including administrative tasks.

### **Qualifications requested**

- Enrolled in or Advanced undergraduate or graduate student in law, international relations, with a specialization in international criminal law, human rights or a related field;
- Full professional competency in English and French *or* Spanish; additional languages are a plus;
- Interest in the goals and values of the Coalition for the ICC. Previous experience with NGOs or membership-based organizations is an asset;

- Excellent written and oral communication, research, organization and writing skills;
- Ability to work independently and within the constraints of tight deadlines;
- Valid United States working permit.

#### **What we offer**

- Opportunity to learn first-hand about the work of the ICC and the Rome Statute system of international justice, as well as the role of civil society.
- You will work to support a network of inspiring human rights defenders from around the world;
- A supportive work environment where collaboration and support are central;
- Flexible work arrangements that promote well-being.

#### **How to apply**

Please send the following by 4 August 2023, at 16h (EST):

- A curriculum-vitae;
- A one-page cover letter; and
- Names and contact details of two references.

Apply **via email** to [hr@coalitionfortheicc.org](mailto:hr@coalitionfortheicc.org) with the subject "CICC NY Intern application".

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

Only short-listed individuals will be invited for an interview.