

UNDERGRADUATE REFUGEE PROTECTION INTERN

SITE NAME: Human Rights First

LOCATION: NY and Washington DC

CONTACT INFORMATION: www.humanrightsfirst.org

AGENCY DESCRIPTION: Human Rights First protects people at risk: refugees who flee persecution, victims of crimes against humanity or other mass human rights violations, victims of discrimination, those whose rights are eroded in the name of national security, and human rights advocates who are targeted for defending the rights of others. These groups are often the first victims of societal instability and breakdown; their treatment is a harbinger of wider-scale repression. Human Rights First works to prevent violations against these groups and to seek justice and accountability for violations against them. Human Rights First is practical and effective. We advocate for change at the highest levels of national and international policymaking. We seek justice through the courts. We raise awareness and understanding through the media. We build coalitions among those with divergent views. And we mobilize people to act.

JOB DESCRIPTION: New York Office: Human Rights First welcomes applications from qualified, highly motivated undergraduates to work in the Refugee Protection Program. The intern will have the opportunity to see first-hand how a major international human rights organization operates, gain valuable office experience, and interact with a variety of professionals throughout the organization. The Refugee Protection Program works to provide refugees with quality legal representation in their asylum cases, as well as advocates for legal reform and policy change on issues affecting asylum seekers in the United States.

Responsibilities may include:

- Assist staff in providing referrals and responding to correspondence and requests for assistance, including from detained immigrants and asylum seekers;
- Assist staff with preparation for trainings, meetings, special projects, and other events;
- Provide support with tasks such as filing, updating departmental database and occasional interpretation and/or translation, depending on foreign language proficiency;
- Assist staff in yearly asylum case review procedures;
- Assist with front desk and/or other telephone coverage, including answering phone, transferring calls, and providing referrals to asylum seekers and other immigrants; and

Candidates must meet the following qualifications:

- Currently enrolled in a U.S.-based college or university;
- Previous work or internship experience in an office environment preferred;

- Excellent oral and written communication skills;
- Ability to handle several tasks at once while working independently or as a team member;
- Foreign language proficiency preferred (especially French or Spanish) but not required; and
- Sense of humor.

To apply, please send a **cover letter**, **resume** and **two references** with phone numbers. Applications should be sent via e-mail to: Interns_NY@HumanRightsFirst.org with '**Refugee Protection Undergraduate Internship**' in the subject line. **NO PHONE CALLS, PLEASE.**