

INTERNSHIP OPENING
Development and Outreach Department
Zurich Office
September 2018 – January 2019
Deadline: August 3, 2018

H U M A N
R I G H T S
W A T C H

Internship Description: The Development and Outreach Department of Human Rights Watch (“HRW”) is seeking an intern for its Zurich office. Ideally, the candidate will be available part-time for approximately 16 hours a week starting in early September 2018 until the end of January 2019 (hours are flexible).

The intern will gain knowledge of the organization’s priority human rights issues and will receive training in fundraising, event planning, and information tracking. In order to provide a valuable and well-rounded internship experience, the intern will have the opportunity to attend lectures, trainings and special events relating to human rights.

This internship is unpaid. Interns may be reimbursed for their lunch and local transportation costs as pre-approved by HRW and in accordance with HRW policy. Students are often able to arrange academic credit, as HRW internships often offer direct exposure to the workings of an international human rights organization, close supervision by HRW staff, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

Responsibilities: The internship will primarily focus on planning and coordinating events such as public film screenings November and December 2018 and various smaller events in the fall. The intern will build skills in conducting foundation research, drafting general correspondence, and using databases. Other projects may be assigned as they arise and match the intern's interests and abilities.

Qualifications: Applicants should be detail-oriented, well-organized, self-motivated, and reliable with an interest in international human rights. Strong written and oral communication skills in German and English are required. Internet research skills and familiarity with MS Office programs, such as Word and Excel, are essential. Database experience and familiarity with Raiser's Edge are desirable. Applicants must be legally authorized to intern in Switzerland.

How to Apply: Please apply immediately by visiting our online job portal at: <https://careers.hrw.org> and attaching a **CV/resume, letter of interest, and a brief writing sample**. No calls or email inquiries, please. Only complete applications will be reviewed. Due to the large number of applications and the on-going hiring procedure only shortlisted candidates will be contacted further.

If you are experiencing technical difficulties with your application submission, please email recruitment@hrw.org. Due to the large response, application submissions via email will not be accepted and inquiries regarding the status of applications will go unanswered.

Human Rights Watch is strong because it is diverse. We do not discriminate in hiring practices and actively seek a diverse applicant pool. We encourage candidates of all abilities, ages, gender identities and expressions, national origins, races and ethnicities, religious beliefs, sexual orientations, and those with criminal records to apply. We welcome all kinds of diversity. Our employees include people who are

parents and nonparents, the self-taught and university educated, and from a wide span of socio-economic backgrounds and perspectives on the world. Human Rights Watch is an equal opportunity employer.

Human Rights Watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.