



The Coalition for International Criminal Court
New York Office

Information Management Intern

ABOUT THE CICC

The Coalition for the International Criminal Court (CICC), global network of over 2500 member NGOs in 150 countries, campaigning for a fair, effective, and independent Court and increased access to justice for victims of crimes against humanity, genocide and war crimes.

THE INTERNSHIP

The internship will allow in-depth exposure to the dynamic work of the Coalition. The intern will be responsible for developing a searchable database for our active contacts—including governments, UN missions, media, and civil society partners. The intern will report to the CICC Program Associate and the Regional Program Assistant and gain in-depth exposure to all of the Coalition's programs.

RESPONSIBILITIES

Please note that this internship includes primarily administrative work. However, supervisors will make a concerted effort to see that there is a balance of programmatic and research-related work.

- Develop a searchable database system for active contacts.
- Research and reach out to international governments and media outlets.
- Assist the Program Associate and Regional Program Assistant with outreach and communication to international members.
- Undertake special projects and assignments as needed.

QUALIFICATIONS

Please note that this internship is not suitable for individuals currently pursuing an advanced or graduate law degree.

- Undergraduate student working towards a degree in International Relations, History, Political Science, Area Studies or related fields.
- Good written and oral communication, research, and writing skills.
- Some experience in regional work or area studies, non-profit networking, and membership outreach beneficial.
- Proficiency using Microsoft Office software and comfort using Microsoft Excel.
- Experience working with databases and/or internet research preferred
- Experience with Raiser's Edge a plus.
- Ability to work independently and within the constraints of tight deadlines, and ability to take initiative when needed.
- Fluency in English, additional language proficiencies a plus.
- Interest in CICC's mission.

REMUNERATION

Unfortunately, internships at the CICC are **unpaid**. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. The CICC cannot sponsor individuals applying for internships to help them obtain visas.

APPLICATION PROCEDURE

Interested applicants should submit a cover letter and a resume via email:

internship@coalitionfortheicc.org or mail to:

The Coalition for International Criminal Court
Attn: Internship Coordinator
708 Third Avenue, 24th floor
New York, NY 10017
USA

Please include the name of the internship in the subject of the email and the cover letter. Be sure to indicate your approximate start date.

APPLICATION DEADLINE

Applications are now being accepted on a rolling basis.

NO PHONE INQUIRIES, PLEASE.

For further information about the CICC and our internships, please visit our website:
www.coalitionfortheicc.org