

<p style="text-align: center;">Program Associate NGO Coalition for the International Criminal Court (CICC)</p>
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The Coalition for the International Criminal Court includes 2,500 civil society organizations in 150 different countries working in partnership to strengthen international cooperation with the ICC; ensure that the Court is fair, effective and independent; make justice both visible and universal; and advance stronger national laws that deliver justice to victims of war crimes, crimes against humanity and genocide. The ICC is the first permanent Court with the mandate to bring to justice individuals who commit the most serious violations of international humanitarian law, namely genocide, crimes against humanity and war crimes. For further information about the Court and the work of the Coalition, visit our website at www.iccnnow.org.

POSITION:

The Coalition for the International Criminal Court seeks a Program Associate for its International Secretariat, based in New York. Under the overall supervision of the Program Director, the Program Associate provides administrative and office support for CICC staff, responds to information requests, maintains contact with our members, and helps coordinate the CICC membership drive. The Program Associate provides a gateway into the CICC, serving as the first contact point for individuals and members seeking information on the CICC. This is a full-time position to start as soon as possible.

RESPONSIBILITIES: The responsibilities of the Program Associate will include but are not limited to:

- Provide general administrative and office support, including answering phones and assisting with post office mailings, word processing, filing and faxing;
- Maintenance of files, including archiving documents from the Assembly of States Parties meetings;
- Maintaining contact (membership and government) databases;
- Responding to information requests, including requests received through general CICC email address;
- Maintaining day-to-day contact with global Coalition membership and processing requests to join the Coalition;
- Moderating the main CICC listserv and CICC members email lists
- Providing Coalition members with updates on ICC-related activities and events;
- Assisting with disseminating information and news summaries over CICC email lists;
- Coordinating the CICC membership drive in collaboration with Regional Section, drafting and updating letters and documents for drive, identifying NGOs and constituencies to invite, following up with invitees, and processing new membership requests;
- Facilitating correspondence with colleagues in regional and national networks around the world, including assisting with letter-writing when necessary;
- Ensuring organization and inventory of promotional materials and publications; distributing outreach materials and publications to the United Nations and to conferences worldwide; and preparing info-kits when necessary;

- Liaising with communications section on mail distributor for CICC Monitor journal publication, including exporting database and ensuring prompt delivery;
- Preparing for and providing support during the ICC Assembly of States Parties;
- Taking minutes of CICC meetings, including staff meetings and Steering Committee meetings;
- Events planning and preparing for CICC meetings, including setting up conference calls, providing support to Program Director in drafting and distributing agenda, and preparing materials;
- Administrative support to Program Director and other staff as required;
- Overseeing some financial issues, including purchase orders and credit card payments;
- Facilitating with reception and pre-selection of job applications for CICC vacancies;

TERMS AND OPPORTUNITIES:

- Opportunity to learn about the work of the ICC and United Nations, the role of non-governmental organizations (NGOs) in relation to the ICC and U.N., the work of international NGOs as well as NGOs based in all regions of the world, and the functioning of an international coalition;
- The Program Associate will have a pass to the U.N. and will be encouraged to attend events and meetings, as well as to take on additional responsibilities to suit his/her interests and skills;
- The CICC offers a generous benefits package;
- Salary range: commensurate with experience;
- Must have valid United States working permit.

QUALIFICATIONS:

- Candidates must hold a Bachelor of Arts (BA) degree in a relevant field. Candidates must be interested in international human rights and humanitarian law;
- Background knowledge of the International Criminal Court preferred;
- Some experience with non-profit networking and membership outreach beneficial;
- Interest in working with NGOs on the ground and experience in regional work or area studies;
- Must be organized and have excellent attention to detail;
- Ability to interact with government officials, NGOs, and intergovernmental organizations with tact, diplomacy and sensitivity;
- Ability to handle confidential information appropriately;
- Ability to work independently with minimal supervision, as well as in a team environment;
- Skilled at prioritizing and completing multiple tasks;
- Fluency in English, with strong preference to candidates with dual language proficiency, especially French and/or Spanish;
- Computer skills, including database experience and comfort using Microsoft Excel and Raiser's Edge would be strong assets.

HOW TO APPLY:

Interested candidates should send:

- A curriculum vitae;
- A cover letter stating your interest in work with the CICC and summarizing your suitability for the position;
- Three references (name, title, affiliation and phone number).

Include your first and last name, the job title (Program Associate), and the date of submission in the subject line. **Applications will be reviewed on a rolling basis as the position is to be filled immediately.** Please indicate where you learned of this job posting.

Please email or fax applications to:

Coalition for the International Criminal Court

Fax: +1 (212) 599-1332

E-Mail: jobs@iccnw.org

Note that only those candidates selected for interview will be notified. No phone calls, please.

The CICC is an equal opportunity/affirmative action employer strongly committed to hiring and retaining a diverse and internationally representative staff.