

**World Federalist Movement-Institute for Global Policy
&
Coalition for the International Criminal Court**

POSITION: Website and Database Developer

LOCATION: New York, NY

ABOUT US

The World Federalist Movement-Institute for Global Policy (WFM-IGP) is an international NGO composed of associated and member organizations working for peace, conflict prevention, international justice and sustainable development. The International Secretariat is co-located in New York and The Hague, and has ECOSOC consultative status with the United Nations. WFM-IGP works in six program areas and currently oversees the following projects:

- **ResponsibilitytoProtect.org;**
- **ReformtheUN.org;**
- **UNSGselection.org.**

WFM-IGP also hosts the International Secretariat for the Coalition for the International Criminal Court (CICC). The CICC is a network of over 2,000 civil society organizations, working together towards a common goal: the establishment of a fair, effective and independent International Criminal Court. The CICC website is located at <http://www.iccnw.org>.

Further information about WFM-IGP and its projects can be found at <http://www.wfm.org>.

THE POSITION

WFM-IGP and the CICC are seeking a Website and Database Developer to provide data management and programming expertise across all programs and projects. The successful candidate will work closely with the Websites and Publications Coordinator as well as programmatic staff on all website and database projects. The position will report to the WFM-IGP Director of Programs and the CICC Head of Communications.

RESPONSIBILITIES

The Website and Database Developer will support and enhance several websites relating to global governance, international justice, and conflict prevention. The websites are built on PHP/MySQL platforms and currently provide access to large collections of PDF documents. The successful candidate will improve the underlying code and will add dynamic features to the following domains:

- WFM.org;
- ICCNOW.org;
- ReformtheUN.org;
- ResponsibilitytoProtect.org;
- UNSGselection.org.

ADDITIONAL RESPONSIBILITIES

- Maintain and improve a number of offline databases relating to membership, fundraising, and contact management;
- Plan for and implement new website and database projects;
- Assist with data management, procurement, and file-sharing;
- Provide in-house helpdesk for Microsoft products and connectivity;
- Assist with occasional hardware and software installations;

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QUALIFICATIONS

- Degree in Computer and Information Sciences or demonstrated work experience equivalent;
- 1-3 years of professional experience, previous experience working with non-profits preferred;
- Knowledge of PHP, MySQL, MS Access, MS-SQL, and FileMaker required;
- Expertise in Adobe / Macromedia internet development software;
- Ability to work in a high-pressure, fast-paced environment;
- Strong interpersonal skills and the ability to multi-task;
- Proficiency in English, additional language proficiency (particularly French and/or Spanish) preferred;
- Knowledge of international issues and the UN system preferred;
- Interest in the missions of WFM-IGP and the CICC;
- Availability to start as soon as possible.

TERMS

This position is full-time with benefits. Generous healthcare and retirement plans included. Compensation will be commensurate with experience (range \$35,000 – 40,000). WFM-IGP and the CICC are equal opportunity/affirmative action employers strongly committed to hiring and retaining a diverse and internationally representative staff.

HOW TO APPLY

Interested persons should email a cover letter, resume and contact information for three references (in English) to techjob@wfm.org. Send your materials to the attention of the Human Resources Coordinator.

Please label the subject line according to this structure:

Website and Database Developer 06.06.19, Your last name, Your first name

Applications must be received by June 19th 2006. Due to the high volume of applications we receive for positions, only short-listed candidates will be contacted. Interviews will be scheduled on a rolling basis.

No phone inquiries please