

United States Transitional Justice (USTJ) Initiatives Intern

Job Description: The Auschwitz Institute for the Prevention of Genocide and Mass Atrocities (AIPG) seeks a new United States Transitional Justice Initiatives intern for the Executive Office. The USTJ intern will support AIPG's Executive Office on the implementation of its various US transitional justice programs. This internship will also support other Executive Office programs on an as-needed basis. At the Auschwitz Institute, the Executive Office develops all new and emerging programs, in addition to other programs that do not fit within our existing regional or thematic departments. The USTJ intern will provide logistical, programmatic, and research-related support to our ongoing efforts toward advancing domestic transitional justice policies that address past harms and violations of human rights. This will include cooperating with AIPG staff, inside and outside of the Executive Office, collaborating with outside consultants that specialize in transitional justice, and engaging directly with grassroots organizations and individuals on the implementation of programs and projects. This internship will take place in-person, in AIPG's New York office, and will report to AIPG's Director of U.S. Programs.

About AIPG: The [Auschwitz Institute for the Prevention of Genocide and Mass Atrocities](#) is building a world that prevents genocide and other mass atrocities. Through education, training, and technical assistance, we support States to develop or strengthen policies and practices for the prevention of genocide and other mass atrocities. We also encourage and support the cooperation of States through regional and international networks to advance prevention. In accordance with our commitment to fundamental and universal human rights, the Auschwitz Institute embraces diversity and equity and actively seeks to foster an inclusive work environment across our five global offices. We are a small NGO with a large impact, working in over 90 countries around the world. As our organization grows, we strive for our team to reflect the diversity of communities we serve, and we especially welcome applications from candidates from communities that have been underrepresented in the field of genocide and mass atrocity prevention.

Responsibilities:

These may include but are not limited to:

1. Carry out a baseline study of current and past transitional justice efforts throughout the United States
2. Develop a policy brief of best practices identified throughout the course of that research
3. Creation of a database of organizations, individuals, and institutions relevant for AIPG's US TJ initiatives
4. Project cycle implementation tracking
5. Regular coordination with Executive Office staff, other AIPG staff, and outside partners
6. Provide logistical support to AIPG's different US Transitional Justice initiatives
7. Support budgetary planning and financial reporting for all involved projects
8. Support fundraising efforts through grant applications and prospective donor research
9. Assist in partnership development and expansion for US TJ programs

10. Provide programmatic and administrative support to other Executive Office programs as needed

Required Qualifications:

- Written and spoken fluency in English
- Proficiency in Microsoft Word, Excel, and Google Suite
- Clear commitment to human rights and atrocity prevention

Preferred Qualifications:

- Written and spoken fluency in languages other than English
- Demonstrated experience working with diverse communities
- Proven track record of producing clear and concise reports drawing from research on wide-ranging and complicated subjects

Basic Position Information:

- Start date: TBC
- Part-time: 20 hours per week
- Duration: TBC
- Status: At-will internship
- Salary: \$1,600 USD monthly stipend