

POSITION DESCRIPTION

PROGRAM ASSISTANT

July 2013

MISSION: Founded in 1994, the International Human Rights Funders Group is a growing network of grantmakers committed to advancing human rights around the globe. Our aims are to improve the use, reach and strategic effectiveness of funding for human rights; to catalyze thought leadership in human rights grantmaking; to build a stronger sense of community among funders; to expand engagement on the part of IHRFG members in efforts to effect important policy changes; to widen understanding of human rights within the broader philanthropic community; and to increase overall funding for human rights to meet the growing needs of the field.

POSITION: The IHRFG **Program Assistant** will have the opportunity to gain substantive experience in the dynamic field of human rights philanthropy and will benefit from close collaboration with a diverse group of human rights funders, philanthropic networks and rights advocacy organizations. Through our work, IHRFG staff gain a deeper understanding of the strategies employed within human rights philanthropy, the key players funding human rights within the United States and abroad, relationships between donors and human rights organizations, and pressing issues faced by human rights funders and NGO practitioners.

The **Program Assistant** is responsible for assisting in all facets of IHRFG's programmatic, operations and administrative work, including our conferences and other educational convenings; policy, data analysis and research projects; and communication with our members and other key constituencies. This includes (but is not limited to):

- Supporting the planning, research, marketing, logistics and implementation of IHRFG educational convenings, including webinars and tele-briefings, semi-annual conferences in New York and San Francisco, a bi-annual Federal Policy Briefing in Washington DC and Funders Learning Visits to varied international destinations
- Maintaining IHRFG's Resource Archive, an online resource of IHRFG's convening notes, audio recordings and member-submitted articles
- Providing research and convening support to member-led working groups that focus on specific human rights topics, such as sexual and reproductive health and rights, disability rights and human rights defenders
- Managing IHRFG's technology and office operation needs, including database support, supply and equipment orders, organizational meeting calendars and correspondence
- Providing other general project and administrative support to IHRFG programs and operations as needed

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JOB REQUIREMENTS:

- One to two years related experience; event planning experience preferred
- Undergraduate degree in human rights, development, international affairs or related field
- Meticulously detail-oriented, highly organized and resourceful
- Mature and professional written and spoken communication skills
- Excellent research skills
- Ability to take initiative, balance multiple tasks and learn quickly, as well as work effectively with a small team
- Strong working knowledge of Microsoft Office programs, Internet-based tools, and databases and spreadsheets. Knowledge of FileMaker and Drupal a plus
- Knowledge of human rights and philanthropic sectors an asset
- Sense of humor

REPORTS TO: IHRFG Program Director for Education and Convening

The position includes a competitive salary commensurate with experience and generous benefits package.

TO APPLY: Applications must include a cover letter, resume and contact information for three references. Please send applications to info@ihrfg.org with your name and "IHRFG Program Assistant" in the subject line.

Deadline to apply: Monday, August 5, 2013, but applications will be reviewed on a rolling basis.

IHRFG is an Equal Opportunity Employer. U.S. work authorization is required. For more information about the International Human Rights Funders Group, visit www.ihrfg.org.