



POSITION DESCRIPTION

TEMPORARY PART-TIME PROGRAM ASSISTANT

(16 hours/week, with possibility for more hours, through July 31, 2014)

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 **Education and Convening Program Assistant** will have the opportunity to gain 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 IHRFG **Education and Convening Program Assistant** will be responsible for programmatic and administrative support in IHRFG's Education and Convening program, specifically the conference and pre-conference institute in New York, July 14-16, which he/she will attend, and IHRFG's ongoing telebriefings.

This assistant role will start as soon as possible through July 31st, 2014. Pay will be \$20/hour. The position will be non-exempt part-time temporary, with no benefits. It will be based in our New York City office.

The major responsibilities of this position will include (but are not limited to):

- Supporting the planning of IHRFG's learning visit to Brazil
- Supporting the planning and implementation of IHRFG's semi-annual conference and pre-conference institute in New York in July, including note-taking
- Supporting the planning and implementation of ongoing telebriefings, including note-taking

JOB REQUIREMENTS:

- One to two years related experience; event planning experience preferred
- Bachelors degree in human rights, development, communications, education, 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 non-profit and philanthropic sectors an asset
- Sense of humor

TO APPLY:

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

Please apply as soon as possible. Applications will be reviewed on a rolling basis. Applications received by February 7, 2014 will be given priority consideration.

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.