



Operations Associate Position Description

The Clooney Foundation for Justice (CFJ) is an international non-governmental organization (NGO) that advocates for justice through accountability for human rights abuses around the world. We are seeking an exceptionally organized, detail-oriented, and passionate problem-solver to join our dynamic team as a full-time Operations Associate during an exciting time of organizational growth. This is an ideal opportunity for an ambitious, early-career professional or recent college graduate deeply interested in international human rights and excited by the prospect of designing and supporting operations for our two flagship programs, TrialWatch® and The Docket, as we continue to scale internationally:

TrialWatch® is an initiative that monitors criminal trials and advocates for victims of injustice around the world. TrialWatch focuses on judicial proceedings against those who are most vulnerable: journalists, women and girls, the LGBTQ+ community, minorities, and human rights defenders. TrialWatch recruits monitors who complete our UN-approved online training program and uses a customized app developed with Microsoft to record their observations. Using these data, a legal expert grades the trial and writes a “Fairness Report” examining the extent to which the trial complied with international legal standards. When an injustice occurs, we conduct or fund legal advocacy in domestic, regional, or international forums. Once we have gathered enough data, we will create a Global Justice Ranking that we will use to press for systemic reform.

The Docket is an initiative that pursues accountability for individual and corporate perpetrators and enablers of genocide, crimes against humanity, and other international crimes and supports survivors in their efforts to obtain justice. In collaboration with diverse partners, this initiative combines multi-disciplinary investigations, legal action, and advocacy to bring the perpetrators to justice, obtain redress for survivors, and achieve long-lasting systemic change.

Responsibilities:

Reporting to the Operations Manager, the Operations Associate will carry out the following tasks and responsibilities to support CFJ’s mission:

- Support the execution of operations for CFJ’s TrialWatch and The Docket programs (including contracting, transmittal of CFJ materials, logistics, etc.);
- Provide a broad variety of administrative support to the TrialWatch and The Docket program teams, including coordinating with external partners and vendors, managing active calendars of appointments, and preparing correspondence that is sometimes confidential;
- Support the Technical Lead and Operations Manager to create and maintain efficient and user-friendly data management systems and other infrastructural support for CFJ’s program teams;
- Contribute to the improvement and adaptation of CFJ’s operational infrastructure to increase program efficiency;
- Collaborate with other members of the CFJ team to support the execution of other aspects of CFJ’s work, including communications, advocacy, human resources, and website maintenance;

- Support the Operations Manager and other members of the CFJ team to plan and execute CFJ events, activities, and travel;
- Coordinate with CFJ's security consultants to ensure the safety of CFJ personnel and trial monitors as they travel on behalf of CFJ;
- Assist the Operations Manager with financial matters as they relate to program operations, such as completing expense reports, tracking invoices, and providing input on budgetary matters; and
- Undertake other duties as assigned to support CFJ's programmatic objectives and overall mission.

Required Skills/Experience:

- Bachelor's degree or equivalent;
- Outstanding written and oral communications skills;
- Self-starter with demonstrated ability to deliver under time constraints or other pressures;
- Excellent organizational skills
- The ability to manage multiple responsibilities and priorities at once
- Ability to think outside of the box and devise innovative solutions to problems;
- Interest in learning about nonprofit/NGO operations;
- Passion for and interest in CFJ's mission; and
- Willingness to contribute across the board as an integral member of a small team.

Preferred Skills/Qualifications:

- Knowledge or previous exposure to nonprofit organizations/NGOs;
- Knowledge or previous exposure to human rights or advocacy work;
- Knowledge or previous exposure to information technology and data management;
- Fluency in a language other than English;
- Coursework in international law, international relations, or business management.

Location

Flexible (global applications welcome)

Compensation

Competitive with other not-for-profit organizations, plus full staff benefits

Start Date

As soon as possible

To Apply

Submit a résumé, a cover letter, and a list of 3 references to employment@cfj.org no later than February 5, 2021

CFJ is committed to diversity in its workforce and is an equal opportunity employer. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. We do not discriminate on the basis of race, religious beliefs, color, national origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.