



Program Associate, The Docket 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 Program Associate for Waging Justice for Women 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 internal program initiative, Waging Justice for Women, as we continue to scale internationally:

Waging Justice for Women (WJW), *our newest initiative*, aims to fight injustice against women through strategic litigation to reform discriminatory laws and increase accountability for gender-based abuse. This global initiative identifies laws and policies that are holding women back and supports women's ability to claim their rights through the courts. Using data that we gather and working hand in hand with women-led local organizations, our team uses legal avenues to overturn unfair laws, help victims get redress, and bring perpetrators to justice.

Responsibilities:

Reporting to the Head of Operations, the Program Associate will carry out the following tasks and responsibilities to support CFJ's mission:

Program Logistics and Operations (50%)

- Support a wide range of tasks to execute the operations for WJW's programs and projects by working closely with the WJW program team overseen by the Senior Program Manager WJW;
- Serve as a member of CFJ's operations team, working closely with the Program Associates for The Docket and TrialWatch, Director of IT, Finance Manager, and reporting to the Head of Operations;
- Conduct and present research and memos on a variety of programmatic and operational topics and summarize findings;
- Implement protocols and procedures designed to improve WJW's workflow, maintain compliance, and maximize program outputs;
- Actively identify opportunities for process improvements and collaborate with program leads and Head of Operations to design and implement solutions;
- Work with program team members and CFJ's security consultants to draft security memos and mission protocols for field work;
- Contribute to WJW's production of communications and media content by supporting CFJ's communications team and working in close connection to the Media and Communications Associate;

- Support the Director of IT and Head of Operations to create and maintain efficient and user-friendly data management systems and other infrastructural support for CFJ's program teams;
- Support program managers in executing WJW's internship program, including acting as nexus between the WJW team and Head of Operations in overseeing CFJ's broader internship program;
- Coordinate WJW's access to cross-program resources such as pro bono counsel, translators, contact lists, prior research and memos, and other organizational resources and contribute more broadly to the operational design of information sharing across the wider CFJ team;
- Support the drafting and completion of WJW-related grant applications and progress reports, including by supporting the Director of Strategic Initiatives;
- Maintain WJW's tasking, project management, resource management, and contact management systems and keep them up to date; and
- Any other task or project assigned by the Senior Program Managers for WJW.

Administration (25%)

- Coordinate, schedule, attend, and participate in internal team meetings and assist in recording meeting notes, tracking action items, and scheduling follow ups for our international, virtual team;
- Manage and design the management of WJW document retention and organization systems, project management tools and workflows, and WJW's cross-project knowledge base;
- Assist in scheduling and administration for WJW's Senior Program Manager, including managing travel itineraries, scheduling calls, and responding to occasionally confidential correspondence;
- Coordinate with external partners and vendors related to WJW's operations and programs;
- Occasionally coordinate or support with special projects related to other CFJ departments, such as the The Docket program and the fundraising team;
- Manage general inboxes and external inquiries for WJW and raise issues to the attention of the Senior Program Manager and Head of Operations; and
- Coordinate with other department teams and associates to support a wide range of administrative tasks for the CFJ team.

Finance and Human Resources (25%)

- Conduct background vets potential donors, interns, consultants, and fellows;
- Assist the Head of Operations in onboarding personnel to the WJW team, including by drafting orientation schedules, coordinating with the Director of IT to support initial technical onboarding, and training new WJW personnel on usage of Docket tools and systems;
- Track expense reports for the WJW team members, including reimbursements, vendor invoices, mission and travel expenses, and credit card reconciliation;
- Assist with special projects related to finance, human resources, technical, and infrastructure functions;
- Support Head of Operations in executing compliance protocols for WJW's personnel and operations; and
- Undertake other duties as may be assigned to support CFJ's programmatic objectives and overall mission.

Required Skills/Experience:

- Bachelor's degree or equivalent;

- Keen interest in growing existing skill sets and experiences;
- Outstanding written and oral communications skills;
- Desire or willingness to adopt an entrepreneurial mindset;
- Strong interpersonal relationship building skills;
- Excellent organizational skills
- 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

Comparable to US \$50,000 - \$65,000 annually plus benefits

Start Date

As soon as possible

To Apply

Submit a resume and a list of 3 references to employment@cfj.org no later than February 6th, 2023

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.