



Fellowships Program 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 Fellowships Program Associate to support our Waging Justice for Women Fellowships Program as we launch our second year. 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 program operations.

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. 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.

The WJW Fellowships Program aims to equip early-career gender justice champions with the tools they need to challenge inequality through the courts. Working hand in hand with leading human rights organizations, we use legal empowerment, strategic litigation and public advocacy to challenge injustice against women and girls and turn the law from a tool of oppression into a driver of change. CFJ and our partner organizations are offering one-year, fully-funded fellowships to a class of ten early-career women lawyers in sub-Saharan Africa. In July 2024, we will launch the application process for the second year of our program. In 2025, we plan to begin scoping the expansion of the program to other regions, starting with Asia.

Responsibilities:

Under the leadership of the WJW Legal Director and Legal Advocacy Director (the WJW Co-Directors), the Fellowships Program Associate will report to the Director of Fellowships and 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 of the WJW Fellowships Program and auxiliary projects by working closely with the Director of Fellowships, Weil Legal Innovator, WJW Program Associate, WJW Co-Directors, and broader WJW team;
- Serve as the primary project manager for the day-to-day activities of the WJW Fellowships Program;
- Support the Director of Fellowships in developing frameworks for evaluating the success of the WJW Fellowships Program, including opportunities for sharing success stories with external stakeholders to expand access to resources for partnership organizations;
- Support ongoing efforts to gather feedback and data from host organizations that inform iteration and improvement of the program;

- Support the coordination and production of communications and media content alongside other members of the WJW and communications teams;
- Communicate directly with the WJW Fellows to facilitate a smooth and rewarding fellowship year, including managing logistical details, identifying wellness and mentoring needs, and escalating challenges to the Director of Fellowships;
- Support the Director of Fellowships and broader WJW team in developing and iterating programming based on feedback from fellows, host organizations, and internal staff;
- Serve as a critical member of the Fellowship recruitment process, including working with the WJW Program Associate to screen and interview candidates;
- Support the project management and execution of major WJW Fellowships Program events and travel in coordination with the WJW Program Associate, including the annual Fellowships convening, which may require occasional travel;
- Steward WJW's partnerships by scheduling and helping to conduct regular check-ins with host organizations;
- Support the Director of Fellowships to identify and meet the needs of the Fellowship Cohort by scheduling and conducting regular check-ins with the WJW Fellows;
- Participate in broader WJW team activities, including weekly calls and annual summits;
- Coordinate with CFJ's Operations teams to support creation and execution of contracts and engagements with fellows and host organizations;
- Conduct benchmarking research and draft research memoranda, as needed, on topics relevant to the WJW Fellowships Program, including projects to expand into new regions;
- Other tasks as may be assigned by the Director of Fellowships or WJW Co-Directors.

Administration (25%)

- Coordinate, schedule, attend, and participate in internal and external team meetings and assist in recording meeting notes, tracking action items, and scheduling follow ups for our international, virtual team;
- In coordination with the WJW Program Associate, manage and design WJW Fellowship Program document retention and organization systems and ensure they are streamlined with WJW's broader project management tools, workflows, and cross-project knowledge base;
- Assist in scheduling and administration for the Director of Fellowships, including managing travel itineraries, scheduling calls, and responding to occasionally confidential correspondence;
- Assist in scheduling and administrative support for host organizations;
- Work in coordination with other members of the WJW program and operations teams on special projects and events where WJW Fellows or the Director of Fellowships are involved;
- Manage general inboxes and external inquiries for WJW Fellowships and raise issues to the attention of the Director of Fellowships; and
- Coordinate with other department teams and associates to support a wide range of administrative tasks for the CFJ team, including coordinating access to cross-program resources such as translators, contact lists, etc.

Required Skills/Experience:

- Bachelor's degree or equivalent in the field of international relations, political studies, or equivalent;
- Keen interest in growing existing skill sets and experiences;
- Outstanding written and oral communications skills;
- 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 CFJ's mission;
- 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; candidates based on the African continent or in southern/eastern Asian regions will be prioritized)

The applicant must possess authorization to work in the country from which they will be working.

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 June 4th, 2024

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.