

Membership and Advocacy Paid Internship - Remote

About HRFN

Launched in 1994, Human Rights Funders Network (HRFN) is a global human rights advocacy and open philanthropy network of funders and civil society committed to advancing human rights through effective and values-based philanthropy. Started by a small group of grantmakers, our community has grown into a global network of 1,900 individuals in nearly 450 institutions across 70 countries, with a quarter of members based in the Global South and East.

Description

HRFN is looking for a Membership and Advocacy Intern to support our membership and advocacy program. This role plays an integral part of our global team, providing administrative support, preparing written materials, and completing other projects as needed. This is an opportunity to contribute to the organization's efforts to build and leverage influence and visibility to support the human rights movements globally.

The **internship is a 3-month, part-time paid position**. HRFN is a global remote team so we are looking for someone who can take the initiative to reach out when they need help and troubleshoot issues as they arise. This role requires a dedicated and detail-oriented person who can manage multiple tasks with little oversight. We are also looking for someone who can be a team-player with a willingness to learn and adapt to shifting priorities.

Start Date: Expected start date of 8 July 2020 and a duration of 3 months.

Hours: 20 hours/week, hours and work dates are flexible and may be set according to an intern's schedule.

Location: Remote, HRFN is a global remote team with staff located on three continents. Priority will be given to people in ET timezone.

Compensation: \$18.75 per hour. If the intern is located in a municipality with a higher minimum wage, the intern will be paid the local minimum wage as required by law.

How To Apply: Please send a resume and cover letter Debbie Zamd, at jobs@hrfn.org

Application Deadline: 28 June 2021

Please note at this point HRFN can only hire people located in the United States and eligible to work in the United States. Interns also need to provide their own stable internet connection and reliable personal computer that can be used for the duration of the internship.

Essential Job Duties and Responsibilities:

Membership

- Assist managing members' requests;
- Assist in processing new member applications;

- Assist in setting up processes to assess applications;
- Support in communications with members;
- Proofread and copy edit membership communications;
- Assist managing constituency lists (in Salesforce);
- Help enter membership data into Salesforce.

Advocacy

- Provide administrative office support with the production and updating of the HRFN's 2021-2025 strategic plan.
- Support the preparations of webinars and day of logistics.
- Support in managing the working groups list servers;
- Support the maintenance of the translators roster;
- Additional membership and advocacy tasks as needed.

Qualifications:

- Open to anyone with an interest in working in human rights, philanthropy, non-profit management or related fields;
- Proficiency using Microsoft Office suite;
- Ability to communicate clearly and efficiently both in verbal and written form;
- Highly dependable with ability to be flexible on day-to-day tasks;
- Excellent problem-solving skills, and attention to detail;
- Ability to work well independently with little oversight and take initiative to ask for assistance when needed, but also work effectively within a team.

Desired But not Required:

- Previous or related experience in communications preferred;
- CRM database experience preferred, Salesforce a plus;
- Language skills particularly in French or Spanish a plus.

The intern will be employed by Panorama Global, Human Rights Funders Network's fiscal sponsor. Panorama Global is tax-exempt under section 501(c)(3) of the Internal Revenue Code.

Panorama Global is committed to creating a diverse team and is proud to be an equal opportunity employer. We know that representation matters in the workplace and with our partners; to that end we are committed to a hiring process grounded in equity and inclusion. All qualified applicants will receive consideration without regard to race, color, religion, gender, sexual orientation, national origin, disability, or age.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

Final offer will be contingent on a successful background check.