INTERNSHIP NOTICE #26

The Coalition for International Criminal Court New York Office is looking for a Database Information Management Intern.... Please review the information below. It has all the information for those interested in applying...

If you have any questions, feel free to contact me in Room 1W9 or via email....

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com
The Coalition for International Criminal Court
New York Office

Database Information Management Intern

ABOUT THE CICC
The Coalition for the International Criminal Court (CICC) is a global network of over 2500
member NGOs in 150 countries, campaigning for a fair, effective, and independent Court and
increased access to justice for victims of crimes against humanity, genocide and war crimes.

THE INTERNSHIP
This part-time internship will allow exposure to the dynamic work of the Coalition. The
internship is open-ended with set dates and applications are accepted on a rolling basis.

The intern will be responsible for maintaining the Coalition’s contacts database. Accordingly,
this internship is primarily based on administrative work and is not suitable for individuals
currently pursuing graduate or advanced studies. Supervisors will make a concerted effort to
see that there is a balance of work to match your interests.

RESPONSIBILITIES

- Maintain the Coalition’s Raisers Edge (RE) database system for active contacts.
- Input and organize members’ contact information in RE;
- Input and organize governments’ contact information in RE;
- Contact members (individuals and organizations) worldwide to obtain/update
  necessary contact information;
- Contact UN missions, governmental agencies/offices, etc to obtain/update necessary
  contact information;
- Assist the Program Associate and Regional Program Assistant with outreach and
  communication as needed;
- Undertake special projects and assignments as needed.

QUALIFICATIONS

- High school student or undergraduate student interested in Law, International
  Relations, History, Political Science, Area Studies or related fields;
- Good written and oral communication, research, and writing skills;
- Experience in non-profit networking and membership outreach beneficial;
- Proficiency in Microsoft Office software, particularly comfort in using Microsoft Excel
  beneficial;
- Experience working with databases and/or internet research preferred;
- Experience with Raiser’s Edge a plus;
- Ability to work independently and within the constraints of tight deadlines, and to take
  initiative when needed;
- Fluency in English;
- Interest in the Coalition’s mission.
REMUNERATION
Unfortunately, internships at the CICC are unpaid. We recommend all prospective candidates to seek financial assistance from their academic institutions or seek outside fellowships, grants and personal resources. The CICC cannot sponsor individuals applying for internships to help them obtain visas.

APPLICATION PROCEDURE
Interested applicants should submit a cover letter and a resume to internship@coalitionfortheicc.org

You can also mail your application to:

The Coalition for International Criminal Court
Attn: Internship Coordinator
708 Third Avenue, 24th floor
New York, NY 10017
USA

Please include the name of the internship in the subject of the email and the cover letter, along with your approximate start date.

APPLICATION DEADLINE
Applications are now being accepted on a rolling basis.

NO PHONE INQUIRIES, PLEASE.

For further information about the CICC and our internships, please visit our website: www.coalitionfortheicc.org