

# INTERNSHIP

## **Human Rights Now – Internship Positions**

### **Tokyo, Geneva, New York, Yangon**

Human Rights Now (HRN), an international human rights NGO based in Tokyo with UN consultative status, is currently taking applications for internships in Tokyo, Geneva, New York, and Yangon.

The internship allows college and law school students and others interested in human rights, public policy, and international affairs a chance to gain experience working directly on human rights issues at an influential international human rights NGO. Internships provide an excellent opportunity for interns to engage in research, on-site investigations, and observations of UN conferences and meetings. Persons who have legal backgrounds or experience with research or human rights work are highly encouraged to apply. Past interns have come from schools such as Columbia Law School, NYU Law School, UC Berkeley Law School, and Tokyo University and have gone on to work with organizations such as UNHCR, Japan's Ministry of Foreign Affairs, and major law firms.

We accept internship applications at Tokyo, Geneva, New York, and Yangon throughout the year. Internships are unpaid.

You can find out more about Human Rights Now and the kind of work we do from our website: <http://hrn.or.jp/eng/>. Please review the site to understand our mission before applying.



# Human Rights Now

## About Us

Human Rights Now (HRN) is an international human rights NGO based in Tokyo, Japan with UN special consultative status. HRN was established in 2006 by a group of human rights professionals, such as lawyers, scholars, and journalists, as the first international human rights NGO based in Japan. With over 700 members comprised of various human rights specialists, HRN works for the promotion and protection of human rights for people in the world, with a special focus on Asia.

In 2012, HRN obtained UN special consultative status, and we have been actively engaged in the UN decision-making process to protect and promote human rights. In our organization, lawyers, academics, graduate and doctoral students, and business professionals engage in our activities on pro bono basis, and staff members are expected to coordinate with these various actors.

## Qualifications and Requirements for all internships

- Current students in a law school or a four year college degree program are encouraged to apply, but internships are not limited to students
- The position is unpaid and funds are not available to cover interns' expenses, including transportation fees.
- The intern must be able to work at least 18 hours per week for at least 3 months or more.
- Must be able to commute to Human Rights Now's office (in Tokyo and New York) and work sites (the Human Rights Council in Geneva).
- Proficiency in English (a minimum score of 90 on the TOEFL iBT exam or an equivalent level as indicated by another test or means if available). Also please notify us of any Japanese language proficiency and provide a demonstration if available, such as passing a Japanese Language Proficiency Test or similar.
- Basic understanding of law and international human rights law and the UN system.
- Excellent writing and research skills.
- Ability stay in the country for the period of work (and in the US case, ability to work). Please note that unfortunately HRN cannot assist in obtaining visas.

## Details for Each Office

### 1. Tokyo, Japan

Our Tokyo headquarters is focused on our central activities of advocacy and research on human rights issues, in which interns may have an opportunity to participate. Tokyo interns will conduct research on human rights issues and may assist with drafting memorandums, statements and reports. Other tasks may include translation, assisting with advocacy efforts, and assisting with human rights events and teaching human rights topics to the public. Also interns will assist with logistics and coordination of overseas projects.

#### Job description

- 1) Internal communication, meetings
- 2) Outreach, logistics, networking and administrative work
- 3) Assisting the organizing of events, coordinating campaigns
- 4) Researching and writing on issues within our focus including:
  - Armed conflict and human rights
  - Accountability for gross violations of human rights and humanitarian law, international justice
  - Business and Human Rights
  - Rights of Children
  - Human Rights Defenders and Democratic Space
  - Humanitarian Disarmament
  - Women's rights, Violence against women
  - Other relevant issues
- 5) Translation and other miscellaneous work

In addition, designated interns will be able to participate in international conferences, on-site investigations both in Japan and abroad, and human rights educational projects.

Note: Research interns who demonstrate a high degree of capability may be appointed as a “research fellow” and given a paid opportunity to conduct research or listed as a co-author in our publications.

## **2. Geneva, Switzerland**

Interns for our Geneva office are focused on our advocacy efforts with the Human Rights Council and other relevant conferences/meetings in Geneva.

Interns will attend meetings of the Human Rights Council (HRC) to monitor the entire process, including side events and informal consultations and report back to the supervisor, and research and draft memorandums, statements and reports. Interns will be given the opportunity to make oral statements based upon the instructions made by the Tokyo headquarters. Other tasks may include translation, research and writing reports on human rights issues, assisting with advocacy efforts, and building our network with other NGOs.

### **Job Description**

- 1) Internal communication, meetings
- 2) Outreach, logistics, networking and administrative work
- 3) Observing the following conferences and meetings and reporting back to the supervisor.
  - UN Human Rights Council regular sessions (September, March and June),
  - HRC’s Working Group on Business and Human Rights (November)
  - HRC emergency sessions
  - UN human rights treaty body sessions
  - UN conventions on disarmament
  - Other relevant UN meetings,
- 4) Attending the relevant NGO meetings and reporting back to the supervisor
- 5) Assisting the organizing of side events, NGO briefings
- 6) Researching and writing on issues within our focus, including:
  - Armed conflict and human rights
  - Accountability for gross violations of human rights and humanitarian law, international justice
  - Business and Human Rights
  - Rights of Children
  - Human Rights Defenders and Democratic Space
  - Humanitarian Disarmament
  - Women’s rights, Violence against women
- 7) Translation and other miscellaneous work

## **3. New York, USA**

Interns at our New York office are involved in our advocacy efforts with the UN headquarters and other relevant organizations in New York. Interns will attend meetings for UN bodies and other relevant organizations to monitor specific human rights issues, take notes, and report to the

supervisor. Other tasks may include outreach, logistics, translation, researching and writing reports on human rights issues, assisting with advocacy efforts, and building our network with other NGOs.

### **Job Description**

- 1) Internal communication, meetings
- 2) Outreach, logistics, networking and administrative work
- 3) Observing the General Assembly (September to December), CSW (March) and other relevant UN meetings and reporting back to the supervisor
- 4) Attending the relevant NGO meetings and reporting back to the supervisor
- 5) Assisting the organizing of side/parallel events, NGO briefings
- 6) Researching and writing on issues within our focus, including:
  - Armed conflict and human rights
  - Accountability for gross violations of human rights and humanitarian law, international justice
  - Business and Human Rights
  - Rights of Children
  - Human Rights Defenders and Democratic Space
  - Humanitarian Disarmament
  - Women's rights, Violence against women
- 7) Conducting investigations regarding the human rights violations in the USA
- 8) Translation and other miscellaneous work

The job may include other tasks related to these. The work will be in English, so a high level of English ability is necessary, and please submit a writing sample in English. If English is not your native language, please report your test scores to demonstrate English proficiency. Japanese ability is not necessary but can be helpful; so let us know if you have any.

## **4. Yangon, Myanmar (Burma)**

Interns for our Yangon office are focused on our research, advocacy, and empowerment efforts within Southeast Asian countries. Interns will research and draft memorandums, statements and reports regarding human rights within Southeast Asian countries. Other tasks may include translation, research and writing reports on human rights issues, assisting with advocacy efforts, and building our network with other NGOs.

### **Job Description**

- 1) Assisting the organizing of series of human rights seminars, preparation and logistics  
Internal communication, meetings
- 2) Outreach, logistics, networking and administrative work
- 3) Conducting research and writing over the general human rights situation in Myanmar
- 4) Conducting on-site investigations of various human rights problems, including:
  - Business and Human Rights
  - Rights of Children
  - Human Rights Defenders and Democratic Space
  - Women's rights, Violence against women
  - Violence and discrimination against ethnic minority
- 5) Translation and other miscellaneous work

## How to Apply:

If you are interested in applying to these positions, please send the following items to the below email address.

- Cover letter (include your reason for applying the location for which you are applying, and your experience and interest in human rights)
- Resume / CV (in English or Japanese; if you're applying for NY or Geneva, please provide it in English and Japanese)
- Writing sample (The topic of the sample can be decided by the applicant, anything that can serve to measure the applicant's writing and/or research skills.)
- Letter of recommendation (optional; one copy is sufficient)

**Email Address:** [info@hrn.or.jp](mailto:info@hrn.or.jp).

You can also use this email address for any inquiries regarding this call for applications.

**Japanese Residents:** If you currently reside in Japan we recommend sending copies to the address indicated below.

Human Rights Now Tokyo Office  
7F Creative One Akihabara Bldg., 5-3-4 Ueno, Taito-ku,  
Tokyo 110-0005 JAPAN

**Selection and Interview Process:** Receiving an internship at HRN is a competitive process. After initial screening, selected applicants will be contacted and interviewed at our Tokyo office or via Skype depending on location and availability. Please note that we will not respond to any inquiry on the progress of selection and we will not return application documents once received.

**Deadline:** There is no deadline. We receive applications and fill positions on a rolling basis.

**Duration:** We are hoping for a commitment of at least 18 hours per week for at least 3 months or longer. We also accept full-time summer and spring interns.