COLUMBIA LAW SCHOOL

HUMAN RIGHTS INSTITUTE

THE COLUMBIA LAW SCHOOL HUMAN RIGHTS INSTITUTE IS SEEKING A PROGRAM MANAGER

The Human Rights Institute (HRI) at Columbia Law School is seeking a highly motivated, self-directed, detail-oriented, and creative Program Manager to manage and support the programming, operations, and administration of the Human Rights Institute. The Program Manager is a key member of the Human Rights Institute team, and helps to develop and implement the Institute's vision, goals, and strategy.

The Program Manager is responsible for:

- Initiating and implementing **human rights programming** at Columbia Law School in collaboration with HRI's Faculty Directors, Executive Director, and other staff. HRI's programming includes a robust speaker series, panels, conferences, workshops, trainings, and meetings with civil society groups, government officials, academics, and others. The Program Manager initiates and develops ideas for programming, conducts outreach to speakers, and organizes and implements all event logistics and publicity.
- HRI's external and internal **communications**, including through drafting press releases and alerts, weekly newsletters, and the annual report; and regularly updating HRI's website and social media.
- Developing and deepening **alumni relations**.
- Serving as the primary liaison to human rights and public interest **student groups** at Columbia Law School, and working with student groups on student-led human rights programming.
- Maintaining the Institute's **finances**, including preparation of grant proposal budgets and financial reports; preparation of the annual budget for the Institute; processing invoices; reconciling expenses; overseeing Institute spending; and serving as the primary liaison to Columbia Law School's Business Office.
- Overseeing the coordination and administration of the **operational aspects** of HRI's projects, including: maintaining listservs; responding to inquiries from prospective students and individuals seeking legal assistance; procuring supplies; hiring and supervision of work-study students and casuals; new employee orientation; and reimbursements.
- Providing **administrative support and logistical assistance** to HRI staff, including through drafting and editing correspondence, and managing report dissemination, travel arrangements, meeting scheduling, and expense reports.

This position reports to HRI's Faculty Co-Directors and Executive Director.

QUALIFICATIONS:
Education and Experience:
- Bachelor's degree and/or equivalent related experience is required.
- Minimum two years of related work experience, preferably as a program manager or administrative assistant with responsibility for human rights, public interest, or not-for-profit programs, is required.
- Demonstrated interest and participation in human rights issues and activities.

Required Skills/Abilities:
- Ability to effectively manage the administrative needs of a small, growing organization engaged on a

wide range of international and domestic issues.

- Excellent oral and written communication skills in English.
- Excellent interpersonal, administrative, and organizational skills.
- Experience with managing, editing, and maintaining a website.
- Capacity to effectively utilize social and other media.
- Experience with budgeting and basic accounting.
- Ability to effectively represent the Institute to internal and external constituents.
- Ability to function independently and to exercise discretion and judgment in sensitive matters.
- Excellent computer/technology skills and proficiency with Microsoft Office (Word, Excel, and Powerpoint), Adobe Acrobat Professional, and Google Documents.
- Ability to identify and respond to the needs of the organization, initiate work and follow-through with minimal supervision, work under pressure, be part of a collegial team, adapt to changing priorities, and balance competing assignments.
- Personal creativity and initiative.

BENEFITS AND SALARY:

- Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

TO APPLY:

- Applicants must apply online through Columbia University's system: https://jobs.columbia.edu/applicants/Central?quickFind=152127
- Applications are open now, and will be considered on a rolling basis. The required start date for this position is early January 2015.

ABOUT THE HUMAN RIGHTS INSTITUTE

The Human Rights Institute sits at the heart of human rights teaching, practice, and scholarship at Columbia Law School. Founded in 1998 by the late Professor Louis Henkin, the Institute draws on the Law School's deep human rights tradition to support and influence human rights practice in the United States and throughout the world.

The Institute currently focuses its work in several substantive areas: Human Rights in the United States; Counterterrorism, Armed Conflict, and Human Rights; Business and Human Rights in the Global Economy; and University Human Rights Education in Burma. We have developed distinct approaches to work in each area, building bridges between scholarship and activism, developing capacity within the legal community, engaging governments, and modeling new strategies for progress.

More information about our programs is available on our website: http://www.law.columbia.edu/human-rights-institute, and in our annual report:
http://web.law.columbia.edu/sites/default/files/microsites/human-rights-institute/files/annual_report_2014-2015_for_web.pdf