

POLICY & INTERNATIONAL JUSTICE ASSOCIATE

The United States Holocaust Memorial Museum is looking for a dedicated and passionate individual to join the Museum's team and help support our mission. The Simon-Skjoldt Center for the Prevention of Genocide's research and analysis is strategically positioned and disseminated to policy makers, advocates, scholars, the media and the general public through a growing online presence, research and policy briefs, media interviews, and public events. The Ferencz International Justice Initiative ("Ferencz Initiative") aims to redress victims and deter perpetrators of atrocity crimes by: (1) promoting justice and accountability in countries where mass atrocity crimes have been committed; (2) fostering policy, research, and education aimed at using international justice to deter, prevent, and respond to mass atrocities; and (3) working to ensure that governments, multilateral organizations, civil society, and victim groups strengthen and utilize the rule of law for atrocity prevention and response.

The Simon-Skjoldt Center's Ferencz Initiative is seeking a Policy & International Justice Associate to assist the Director of the Ferencz Initiative in conceptualizing, coordinating, and implementing the strategic plan of the Initiative.

This is a full-time donated position (non-Federal) paid with the Museum's donated funds. Salary is commensurate with experience.

Duties, and Responsibilities for the role

- Assist the Director in developing and implementing the Ferencz Initiative's long term strategic plan and accompanying short to medium-term work plan.
- Responsible for developing and building partnerships with local, regional, and international justice and civil society organizations; multilateral institutions or experts; academic institutions, and regional organizations.
- Building on the work with our partners, the associate will manage policy engagements and educational and outreach events and take a leading role in the planning and implementation of fact-finding and research trips to focus countries of the Ferencz Initiative.
- Oversee the continued development of the Ferencz Initiative website, social media, and other public outreach.
- Support the Director's development work and engagement with donors.
- Perform research, draft policy material, and maintain fluency in all recent policy and legal developments and academic, congressional, opinion, and journalistic coverage of issues related to genocide prevention and international justice.
- Support the broader policy and research work of the Center for the Prevention of Genocide on an intermittent basis and as needed. Working with other parts of the Museum, oversee the integration of the Ferencz Initiative's work into the relevant programs of the Mandel Center and Levine Institute.
- Attend meetings and briefings at other partner policy organizations on topics related to the work of the Ferencz International Justice Initiative, particularly as pertains to genocide prevention and international justice.
- Maintain strong staff-level contacts and awareness of the activities of related partner organizations.
- Assist with organization of meetings, to include, but not limited to: catering, scheduling, preparation of agenda, classrooms/meeting room/teleconference/web collaboration set up, advance preparation of meeting materials, and coordination of travel for invited experts.

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- Track and coordinate all internal administrative functions related to the Ferencz Initiative’s work with the rest of the department and the Museum, to include budgeting and logistics.
- Liaise with other Simon-Skjodt Center staff to track contracts and reimbursements, and keep Director fully apprised of progress and challenges. Also liaise with partner organizations to track and coordinate any shared expenses and administrative responsibilities.
- Utilize strong verbal communication skills and maintain professionalism when interacting with individuals within and external of the Simon-Skjodt Center.
- Manage multiple tasks and use good organizational skills in prioritizing them.
- Perform other duties as assigned in support of the smooth operations of the Simon-Skjodt Center’s mission.

Minimum Qualifications for the role

- Advanced degree required (preferably a law degree) with 3-5 years of experience in international justice.
- Strong understanding of the fields of atrocity prevention, human rights, and international justice, with specialized knowledge in accountability and transitional justice mechanisms (e.g., working with international criminal tribunals, ad hoc or mixed courts, and/or working with victim-centered transitional justice processes).
- Familiarity and connections with a wide range of international justice actors, advocates, and organizations.
- Must be a highly responsible, reliable, accurate, organized and detail-oriented individual.
- Must be self-motivated, hard-working, positive, high energy team player with the ability to multi-task.
- Must have strong effective oral and written communication; ability to communicate with a diverse group of people.
- Must have respect for teamwork; flexibility and ability to consider input of others.

How to Apply

Interested applicants must send their resume, cover letter and writing sample to careers@ushmm.org. Please include both your resume and cover letter in a single PDF or Word document titled “First Name Last Name”. Salary history and credit check may be required during the interview process. For more information about the U.S. Holocaust Memorial Museum, please visit www.ushmm.org. The U.S. Holocaust Memorial Museum is an Equal Employment Opportunity Employer. This position is open to all qualified individuals. If you are not a U.S. citizen, you must possess sufficient legal documentation and permission to work in the United States (and provide upon request).