



**CENTER FOR INTERNATIONAL ENVIRONMENTAL LAW
POSITION DESCRIPTION**

POSITION TITLE: PROGRAM ASSOCIATE

PROGRAM: People, Land & Resources

SUPERVISOR: Program Director, People, Land & Resources

LOCATION: Washington DC

SALARY: D.o.E.

SUMMARY DESCRIPTION:

CIEL's **People, Land and Resources (PLR) Program Associate** will be a seasoned advocacy expert and campaigner. The PLR program uses environmental and human rights standards related to development and other legal tools in innovative ways to strengthen international law, empower communities to use international law to defend their rights and protect their environment, ensure international financial flows safeguard the environment and human rights, and increase corporate accountability.

The ideal candidate has knowledge of and demonstrated experience with human rights, environment and/or international development finance, as well as creating and mobilizing local and international campaigns. Responsibilities include: providing policy analyses and other technical support; preparing reports, briefing notes and other documents; organizing workshops; participating in and contributing to advocacy efforts; and undertaking other programmatic work as assigned. The Program Associate will develop communications and campaign materials that respond to and build upon advocacy efforts of partner organizations and communities challenging harmful development projects both locally and internationally. Effective communication and public speaking with diverse stakeholders, and extensive experience working in collaborative processes, are also required for this position. The position requires significant international travel.

The Program Associate will work with the PLR Program Director and other CIEL staff to develop and implement campaigns, strategies and activities to achieve the program objectives. This includes supporting the Early Warning System (EWS), a web platform and advocacy tool that centralizes information on development projects funded by multilateral development banks, focusing on projects which are most likely to negatively impact human rights worldwide.

RESPONSIBILITIES:

Programmatic Responsibilities:

1. Develop and implement campaigns and strategies that achieve measurable progress towards CIEL's strategic priorities and programmatic objectives, ensuring highest quality work product.
 - a. Develop and maintain a working knowledge of related issue areas;
 - b. Assist in the research and drafting of briefing documents, written comments and publication-ready materials for submission to government agencies, partners, and relevant stakeholders;
 - c. Organize and participate in events to support the project goals;
 - d. Assist in the design and implementation of strategies to educate and mobilize various constituencies about project issues and goals;
 - e. Assist in the development of fact sheets, press releases, online communication materials and other informational materials to educate, inform and engage CIEL funders, supporters, and the public through traditional and social media;
 - f. Represent CIEL in coalitions, public meetings and other processes;

2. As directed by the supervisor, assist in the development of workplans and budgets, in line with and based on agreed project objectives;
3. Establish and maintain effective working relationships with relevant partner organizations, agencies, intergovernmental organizations, and other NGOs to achieve CIEL's project related goals;
4. Assist in information flow within the program, as well as with other CIEL programs.
5. Perform other job related duties as requested or by supervisor.

Administration:

1. Assist in the preparation of annual project and program plans, and operating budgets in line with both short term and long term goals and objectives;
2. Meet periodically as requested, with the President, Director of Finance and Administration, and other team members;
3. As directed by supervisor, assist in preparation of proposals and reports to funders, and ensure that all reports are submitted on time;
4. Maintain timesheets contemporaneously and submit them on time;
5. Participate in weekly staff meetings and other organizational activities; and
6. Participate in an annual CIEL staff performance evaluation.

QUALIFICATIONS:

Minimum Qualifications:

1. Bachelor degree in a relevant field;
2. Four to seven years of experience in designing and leading effective advocacy campaigns in an international context in a relevant field;
3. Strong organizational skills and ability to manage multiple tasks simultaneously;
4. Exceptional research, writing and communication skills; demonstrated ability to write clearly and compellingly for a variety of audiences, including policy makers and the general public;
5. Experience with a variety of communication technologies and formats, including social media;
6. Experience working with a diversity of people, groups, local communities and organizations;
7. Ability to work both independently and in close coordination with a team;
8. Has necessary immigration status or permit to work in the United States; and
9. Ability to travel frequently and for extended periods.
10. Proficiency in English.

Desired Qualifications:

1. Experience in human rights or environmental issues (strongly preferred);
2. Graduate degree or other advanced training in a relevant field (e.g., human rights, international environmental policy, international development)
3. Proficiency in one or more other languages, particularly Spanish.

About CIEL:

For more than 25 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL's dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is an equal opportunity employer.