**Recruitment for a Research & Projects Intern - NYC**

# Overview

Working with our research staff and other members of our global team, you will make an important contribution to furthering our vision of a world in which companies respect and advance human rights, and communities and workers are empowered to secure their rights and gain accountability for abuse.

You will do so by monitoring news about companies’ impacts on human rights, including social and environmental issues, updating our website on a daily basis with relevant reports, and providing support to projects seeking to raise awareness about business and human rights. We are a small team and often ask interns to help with a variety of other tasks as well (see description below).

We are looking for an enthusiastic, reliable, and well-organized individual committed to advancing human rights. You should also have some knowledge about business and human rights. You will need the ability to concisely communicate and demystify large amounts of complex information. You should be self-motivated and able to work independently, while functioning well as a member of a small team. You will need research skills, but also must be willing to do a large amount of routine data input efficiently and accurately. Attention to detail is essential.

**Period:** At least 4 months for a minimum of 12 hours per week, full academic year (September 2017 – May 2018) preferred

**Reimbursement of local travel costs and lunch up to $9 for interns who do not have funding for the internship from their university or other institution is provided**; we are unable to pay any stipend or salary.

**Location:** our office in **New York City** (intern may also work from home at times as agreed with supervisor). Please note that we are only able to take applicants with a valid work/internship permit.

**To apply**, please download and complete the [application form from our website](https://business-humanrights.org/en/internships-at-business-human-rights-resource-centre). Send via email **by 8 September 2017** to Christen Dobson at [dobson@business-humanrights.org](mailto:dobson@business-humanrights.org). Please include “Research & Projects Intern – NYC” in the subject line. Applications will be considered on a rolling basis. Note that we cannot accept CVs.

**Next**: If shortlisted, we will invite you for an interview and a written test.

**We especially encourage current students or recent graduates of relevant graduate or postgraduate programs to apply.**

# About us

The Business & Human Rights Resource Centre works with everyone to advance human rights in business and eradicate abuse. Our **website** is the only global business and human rights knowledge hub, tracking the human rights impacts (positive and negative) of over 7000 companies in over 180 countries and delivering up-to-date news in eight languages. We seek responses from companies when concerns are raised by civil society. The response rate is over 75% globally.

Our three primary approaches include:

* *Empowering human rights advocates* in civil society, business, and governments to promote better outcomes from negotiations, and stimulate bold leadership for human rights in business.
* *Building corporate accountability* to ensure preventive due diligence, and effective remedy for abuse.
* *Increasing transparency* of the advances, challenges, and abuse of human rights in business.

The Resource Centre has offices in London and New York City. Our team members are also based in Australia, Brazil, China, Colombia, Egypt, Hong Kong, India, Japan, Kenya, Mexico, Myanmar, Senegal, South Africa, and Ukraine. The Centre is a non-profit organization, and does not accept funding from companies. Further details about the Centre are on our website (<http://www.business-humanrights.org>).

# Your areas of work

1. **Research & content development**: Identifying relevant news, reports, and company disclosures online and updating our website to help ensure that we offer comprehensive coverage of critical business and human rights issues. The specific issues that you may be responsible for include:
   * [Natural resources](https://www.business-humanrights.org/en/natural-resources);
   * [Climate justice](https://www.business-humanrights.org/en/climate-justice);
   * [Corporate legal accountability](https://www.business-humanrights.org/en/corporate-legal-accountability);
   * Attacks on [human rights defenders](https://www.business-humanrights.org/en/human-rights-defenders);
   * Business and human rights issues in the United States and Canada;
   * Business action on the Sustainable Development Goals; and
   * Conflict, business, and human rights

Based on language ability, you may also support with translation and expanding our coverage of business and human rights issues in Arabic, Chinese, French, German, Portuguese, Spanish, Russian, and/or additional languages.

2. **Event organizing and fundraising:** This will include providing support leading up to and following the [UN Forum on Business and Human Rights](https://business-humanrights.org/en/2017-un-forum-on-business-and-human-rights#c154975) in November 2017. This could also include conducting online research about prospective funders and assisting with data gathering and analysis for our funding reports.

Please note that this internship is not academically oriented, and does not involve extensive analysis or writing. Rather, it is a practical internship focused on bringing global attention to company conduct affecting people and communities, with the aim of promoting respect for human rights.

# About You

Essential

* Passionate about human rights with an interest in business and human rights
* Excellent research, writing, and communications skills
* Strong attention to detail and accuracy
* Reliable and hard-working
* Ability and willingness to do a large amount of data input on a daily basis to update the website
* Ability to complete time-sensitive daily activities as well as manage longer-term projects
* Ability to work well independently and take initiative, as well as work collaboratively in a small team
* Proficient computer skills, including Microsoft Office, Outlook and online research
* Fluent or strong English: reading/writing/speaking

Highly desirable

* Demonstrated knowledge of business and human rights
* Fluent or strong working knowledge in Arabic, Chinese, French, German, Portuguese, Spanish, Russian, or additional languages to a standard to be able to read newspaper articles and compose brief written summaries

Conflict of interest: No activities or membership/affiliation with organizations in conflict with the aims & objectives of the Resource Centre or which may jeopardize its image, impartiality & independence

*The Business & Human Rights Resource Centre is an equal opportunity employer.*