

## Summer Internship Scheme: Policy and Advocacy Intern

### Terms of Reference

#### Background:

Justice Centre Hong Kong is a non-profit, human-rights organisation working fearlessly to protect the rights of Hong Kong's most vulnerable forced migrants - refugees, other people seeking protection and survivors of human trafficking and forced labour. We are recruiting 1 to 2 Policy and Advocacy Interns for summer 2017.

As an intern, you will be at the heart of our Policy and Advocacy team and help in our mission to protect forced migrants. The position is suitable for someone looking to gain experience and pursue a career in human rights, public affairs and non-profit work. The ideal candidate will already have a sound understanding of policy and advocacy. You will report to the Research and Policy Officer.

#### Responsibilities:

- Assist in conducting a variety of research tasks and literature reviews related to human trafficking and refugee rights to support Justice Centre's policy work;
- Monitor the media and policy space and develop a mechanism to track trends in public discourse;
- Attend relevant meetings, Legislative Council and other discussions as needed and communicate information to Justice Centre;
- Assist in translation of policy-related materials and oversee translation work of Justice Centre Ambassadors Network;
- Help with the dissemination of Justice Centre advocacy outputs;
- Provide input to Justice Centre's work-planning, events and activities, and other initiatives as required;
- Assistance with administrative and other ad hoc tasks when needed.

#### Essential

- Studying law, social sciences, international development, public affairs or other relevant field in Hong Kong;

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- Strong desktop research and policy analysis skills;
- Passion and some knowledge of human rights, refugee law and/or human trafficking;
- Ability to multi-task, good organisational skills and initiative;
- Team spirit, flexibility, positive and professional attitude and respect for diversity;
- English and Cantonese (spoken and written) proficiency; and
- Permission to volunteer in Hong Kong.

### **Desirable**

- Experience working with vulnerable people;
- Previous human rights policy experience; and
- Proficiency in languages in addition to English and Chinese.

Justice Centre's internship schemes are non-renumerated. The internship can be full-time or part-time, but a minimum of 15 hours a week over a period of 2 months during summer is required. Please send a resume, cover letter indicating your availability and writing sample to [jobs@justicecentre.org.hk](mailto:jobs@justicecentre.org.hk) by 20<sup>th</sup> March, 2017.

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