If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: [http://tinyurl.com/CPSunsubscribe](http://tinyurl.com/CPSunsubscribe) and fill the necessary information.

**JOB VACANCY FORM**

- **Full-time**
- **Part-time**
- **Summer-Job**
- **Internship**

**Job Title:** Beirut Development and Outreach Internship Winter 2014

**Application Deadline:**

**Reference Number:** 28113-12

**Company Description**

**NAME OF FIRM/INSTITUTION:**

**TYPE:**
- **Local**
- **Regional**
- **Multinational**

**INDUSTRIAL SECTOR:** NGO

**BRIEF FIRM PROFILE/DESCRIPTION:**

Human rights watch is an international human rights monitoring and advocacy organization known for its in-depth investigations, its incisive and timely reporting, its innovative and high-profile advocacy campaigns, and its success in changing the human rights-related policies and practices of influential governments and international institutions.

**FIRM WEBSITE:**


**Job Description**

**BRIEF JOB DESCRIPTION:**

The Communications and Development/Outreach departments at Human Rights Watch (“HRW”) are seeking an intern for the Beirut office. The internship will focus on event support, writing acknowledgment letters and other correspondence, coordination of donor communication, donor engagement, some translation assignments.
from English to Arabic, database management, and research for development/outreach and communications and media projects. This internship is full-time and will begin in January 2014 and last until at least the end of April 2014.

This internship is best suited for those individuals interested in gaining experience in a large, well-organized, international non-profit organization. Interns will gain knowledge and skills in communications, research, event management, and fundraising. The intern will also learn about the organization's priority human rights issues. In order to provide a valuable and well-rounded internship experience, interns will attend planning and department meetings with staff and will have the opportunity to take advantage of in-house trainings and briefings.

Internships are unpaid. Students are often able to arrange academic credit, as HRW internships offer direct exposure to the workings of an international human rights organization, close supervision by the HRW staff, interaction with other international organizations and foreign and domestic government officials, and opportunities to attend lectures, trainings, and special events relating to human rights. Students should check with their individual academic institutions for requirements.

**JOB LOCATION(S):**
City: Beirut Country: Lebanon

**DEGREE:**
X Bachelor □ Master is a plus □ Doctoral Degree
X Undergraduate Student/ Degree not Necessary □ Teaching Diploma

**MAJOR/ EMPHASIS:** ANY

**WORK EXPERIENCE:** NA

**SKILLS:**
Languages Skills: X English X Arabic □ French Other:

Computer Skills:
Internet research skills and familiarity with MS Office programs, such as Word and Excel, are a must. Database experience is highly desirable

Other Skills :
Applicants should be detail-oriented, well-organized, self-motivated, and reliable with a strong interest in international human rights

**SALARY**
Basic Salary Range:
Other benefits include:
 □ Accommodation □ Health Insurance □ Return Ticket □ Bonus
 □ Laptop □ Mobile Phone □ Children’s Education □ Transportation
 □ Lebanese NSSF □ None

**WORKING DAYS:**

**WORKING HOURS:**
How to Apply

Please apply immediately by sending a letter of interest, resume, names or letters of reference, and a brief, unedited writing sample (no calls or email inquiries, please) to devinternships@hrw.org. Please use “Beirut Development and Outreach Internship Winter 2014” as the subject of your email. Applications will be reviewed on a rolling basis. Only complete applications will be reviewed. Due to the large number of applications, only short-listed candidates will be contacted further:

If you wish to be removed from the mailing list of Career and Placement Service, Student Affairs, click on the following hyperlink: http://tinyurl.com/CPSunsubscribe and fill the necessary information.

ALL STUDENTS AND AUB GRADUATES SHOULD ATTACH THEIR UPDATED RESUME AND COVER LETTER WITH EVERY JOB APPLICATION; OTHERWISE, YOUR EMAIL WILL BE DISREGARDED.

For further information, please do not hesitate to contact:

Dr. Maryam Ghandour

American University of Beirut
Career and Placement Services
West Hall, Room 112 E
P.O. Box 11-0236 Riad El Solh
Beirut 1107 2020, Lebanon
Tel: +961 1 350000 Ext: 3172
Tel/Fax: +961 1 744 488
E-mail: mg03@aub.edu.lb
Website: http://www.aub.edu.lb/sao/cps/Pages/index.aspx

The job vacancies are for AUB students and alumni ONLY.