



## **JOB ADVERTISEMENT**

### **Coordinator of our Critical Legal Training (m/f/d), full-time**

#### **Who we are**

The European Center for Constitutional and Human Rights (ECCHR) is an independent, non-profit human rights organisation based in Berlin that works primarily through legal means. Together with affected people and a worldwide network of partners we initiate, conduct and support exemplary cases to hold state and non-state actors accountable for the human rights violations.

The Critical Legal Training (CLT) is ECCHR's international training and networking platform for aspiring human rights lawyers. Since ECCHR's founding in 2008, nearly 600 participants from more than 60 countries have completed the CLT. It is part of the Institute for Legal Intervention (INLI).

#### **Who we seek**

As soon as possible, a Coordinator (m/f/d) for our Critical Legal Training, Alumn\* Network and related projects. You will work in close collaboration with your colleagues in the Institute for Legal Intervention to support the work of ECCHR training and education projects. The workplace is Berlin. The position is initially limited to two years.

#### **What we have to offer**

An exciting and challenging job in an internationally active human rights organisation with a worldwide network. We promote an appreciative working environment, allow flexible working time models, home office, and take into account the (time) needs of parents and other persons with care responsibilities. Remuneration will be based on ECCHR's salary scale in a range between 4.000 and 4.400 EUR (brutto), depending on experience. We also offer numerous other benefits - from beautiful, central office space to team activities and free yoga classes.

#### **What the job entails**

- Develop and implement ECCHR's training and exchange program, activities and concepts
- Development of project ideas, legal and non-legal initiatives, events and publications.
- Management, supervision and evaluation of CLT projects.
- Coordination of applications for and participation in the CLT (trainee lawyers, Global Exchange Fellows, interns): calls for application, selection process, administrative support to facilitate participation (e.g. visa, work permits), onboarding and offboarding of trainees and fellows, certificates.
- Accompaniment and mentoring of legal trainees, colleagues joining the Critical Legal Training and of alumn\*.
- Coordination of weekly CLT curriculum activities
- Active engagement with and development of our Alumn\* network, in particular planning and coordination of Alumn\* reunions as well as management and development of online Alumn\* platform.

- Active support of fundraising, budget management and reporting for CLT and related projects.
- Internal coordination of the training & networking projects with ECCHR's other program areas and supervisors.
- Personnel management of CLT student assistant.

### **What you bring to the table**

- A law degree or other university degree, with a human rights background.
- Demonstrated project management skills and excellent problem-solving skills with regard to technical/logistical/organizational issues as well as ability to multitask and great attention to detail in carrying out administrative tasks.
- At least three years of work experience in the field of human rights.
- Full working proficiency in German and English.
- Experience in working with organisations and persons from different cultures and backgrounds as well as working within South-North partnerships.
- A structured approach to work and a creative mind.
- Excellent teamwork and high social skills.
- Good and clear communication and writing skills.
- Knowledge of and confidence in using standard IT software (ideally including MS Office, Teams, Asana).
- Knowledge of and interest in critical and interdisciplinary perspectives on the law, human rights, and global politics, with some background on, e.g., decolonial, intersectional, political economy, and/or feminist thought, from practical, academic and/or personal experience.
- Passion for human rights and social justice and identification with ECCHR's goals.
- Passion for (net)working with people.

Of advantage:

- Experience in interdisciplinary work and international networks.
- Prior experience in an NGO and/or education sector.
- Prior experience in working with German authorities in dealing with visa, work permits etc.
- Previous experience with managing alumni\* networks.
- Further language skills.

We welcome applications from people of all cultures, backgrounds and experiences. We create the necessary conditions to enable colleagues with disabilities to work independently.

Please send your written application (CV and motivation letter) in German or English with availability exclusively by e-mail in one attached file by 27.03.2023 to [bewerbungen@ecchr.eu](mailto:bewerbungen@ecchr.eu), who you can also contact if you have any questions.

We reserve the right to hold interviews before the deadline.

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