



**Position Description
Program Assistant**

Project: ATLAS Project

Location: Washington, DC (Office currently working remotely)

Type: Full Time, Exempt

Initial Term: Through 12/31/22*

*The right candidate may be provided the opportunity to work on future projects with LWOB.

Salary: \$52,000 annually

Application Window: Open until filled

ABOUT LAWYERS WITHOUT BORDERS

Lawyers Without Borders (LWOB) is a not-for-profit organization whose mission is to advance global rule of law, build capacity and integrity in the world's justice sectors, and support transitions and development. We engage with lawyers and judges dedicated to pro bono service and integrate them into initiatives that directly or indirectly serve the underserved, protect the disadvantaged, and promote human rights. Our objective is to develop programs that improve access to justice guided by a mandate of neutrality and independence.

LWOB works closely with lawyers, judges, and members of the law enforcement community around the world to fulfill our mission through:

- Developing and delivering programming that builds capacity and provides technical assistance in developing regions and regions emerging from conflict or contemplating transition
- Designing educational materials for a broad range of stakeholders, including local communities, NGOs, potential victims and justice sector actors
- Trial advocacy training programs for lawyers, judges, magistrates, prosecutors, public defenders, and law enforcement
- Cultivating lawyer skill sets to create effective human rights strategies in developing sectors
- Conducting neutral observation of trials

PRIMARY PURPOSE OF POSITION

This position will collaborate with and support the assigned project team in planning, implementing and executing all aspects of the project. Incumbents typically serve as subject matter experts in specific aspects of their assigned project, conduct research and perform technical analysis, assist with project budgeting, support grant development and writing, and work with project partners and in-country stakeholders to ensure the success of the program.

ABOUT THE PROJECT

Project ATLAS: Attaining Lasting Change for Better Enforcement of Labor and Criminal Law to Address Child Labor, Forced Labor and Human Trafficking

The ATLAS project works in Thailand, Paraguay, Liberia, and Argentina and is currently scheduled to run through 2022. In Liberia, LWOB's primary focus will be on strengthening the labor and criminal legal frameworks, which will include activities such as conducting legislative assessments, hosting legislative workshops with key stakeholders on legislative analysis and drafting, and assisting stakeholders with advocating for legislative change. In Thailand, Paraguay, and Argentina, LWOB's primary focus will be on improving enforcement of the labor and/or criminal legal frameworks, which will involve leading enforcement training programs for police officers, labor inspectors, prosecutors, defense attorneys, and judges.

POSITION RESPONSIBILITIES

- Organize and run training programs and workshops
- Provide technical assistance and advice to project team
- Collaborate with project partners, volunteers, and stakeholders
- Conduct legal research and analysis
- Develop legal educational materials
- Travel in-country to implement programming (when safe to do so)
- Manage intern tasking as requested by program leadership
- Track reporting requirements and draft monthly reports
- Support project budget management as requested
- Support project grant development or writing as needed
- Provide project administrative support as needed

In addition to project-specific tasks, some work effort will be in support of other LWOB work including project or development support as requested.

REQUIREMENTS

- Bachelor's Degree required; Law/Graduate degree preferred.

- Experience working with human rights or rule of law causes, in international development, and/or in nonprofits, strongly preferred.
- Experience working in the realm of human trafficking/child labor/forced labor strongly preferred.
- Experience in legislative analysis and/or drafting preferred but not required.
- Experience working in/with any of the project countries (Liberia, Argentina, Paraguay, or Thailand) preferred but not required.
- Ability to bring innovative ideas to large multi-faceted efforts; to prioritize assignments; to multitask effectively; and to maintain an attention to detail.
- Ability to multitask and pitch in on various organizational activities. Commitment to excellence and the ability to excel within an organization scaling at a high rate of speed.
- Language requirements:
 - English: fluency required
 - Spanish: fluency preferred
- Proficiency in Microsoft Office Suite
- Ability to travel out of the country for programs
- Travel 15% to 25% per year

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, talk, or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPENSATION

Salary for this role is \$52,000 annually in addition to benefits including paid time off, transit benefits, and health insurance.

TO APPLY

Submit cover letter and resume to jobs@lwob.org.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Lawyers Without Borders is an equal opportunity employer committed to providing a nondiscriminatory and inclusive environment for its employees. EOE/AA/Women and Minorities are encouraged to apply. We are committed to diversity and consider all applicants for all positions without regard to color, ethnic background, religion, sex, gender, sexual orientation, national origin, age, and disability status.