



GEORGETOWN LAW
Human Rights Institute

The International Migrants Bill of Rights (IMBR) Initiative, based at Georgetown University Law Center, is seeking a program manager to establish and oversee a Secretariat to manage its work promoting the recognition and protection of the rights of migrants through research, education, and advocacy grounded in the IMBR – a comprehensive, coherent articulation of the legal rights of all international migrants. The program manager will join the growing Initiative at an exciting time and will be responsible for piloting a new advocacy campaign to promote the IMBR in the Americas and to expand its partnerships in the region.

The program manager should be based in Washington, DC, and will receive support from and access to resources at the Georgetown Law Human Rights Institute. Please note this is an 18-month full-time independent consultancy and not an academic appointment. The salary will be \$75,750 for the 18-month period.

Applications are due by January 29, 2016. More information about the IMBR Initiative can be found [here](#).

Core Responsibilities

- Research and monitor migrants' rights issues and trends, especially in the Americas.
- Lead and coordinate the drafting of accurate, unbiased, and comprehensive advocacy documents, such as legal memoranda and amicus submissions that contribute to promoting the recognition and protection of a uniform baseline of protections for all migrants, with special attention to advocacy opportunities in the Americas.
- Assist in the development and implementation of local, regional, and international strategies to change law, policies, and practice to reflect the rights of all migrants, with a particular focus on the Americas.
- Work with civil society members of the IMBR Network and build new relationships with advocacy partners to pursue joint work to promote migrants' rights, in particular in the Americas region.
- Assist in fundraising to ensure the longevity of the IMBR Initiative.
- Lead and coordinate major project deliverables.
- Carry out any other duties as required.

The Secretariat program manager will consult with and make regular reports to the IMBR Steering Committee and staff of the Human Rights Institute to ensure timely progress on all deliverables and to ensure all activities are consistent with the Initiative's priorities, strategies, and goals and that deliverables reflect the IMBR's view of the international law protecting the rights of all migrants.

Desired Qualifications

- JD degree or an LLB in conjunction with an LLM degree.
- Knowledge of human rights and migration law and policy.
- A minimum of 2-3 years of relevant experience. Relevant experience may include work in human rights or migrants' rights, including research and writing and litigation or other advocacy work. Experience working in the Americas region and familiarity with the Inter-American Human Rights System are strongly preferred.
- Ability to identify, research, analyze, and effectively communicate important human rights developments in the area of migrants' rights, including through work with other civil society partners.
- Strong inter-personal skills in order to work collaboratively with members of the IMBR Steering Committee and Network as well as external partners and advocacy partners around the world.
- Ability to work independently, creatively, and be self-motivated.
- Development or fundraising experience, with a demonstrated track record of writing and securing grants or managing donor relations.
- Project management experience as well as experience effectively managing multiple deliverables under pressure.
- Spanish language proficiency or fluency is strongly preferred.

Application Materials:

Applications should be submitted electronically to migrantsrights@law.georgetown.edu by January 29, 2016 and should include (preferably in a single PDF file):

- A cover letter describing your commitment to human and migrants' rights as well as advocacy and other relevant experience;
- A resume or CV;
- A law school transcript and any other relevant graduate school transcripts (unofficial copies will be accepted);
- A brief (2-10 page) unedited writing sample; and
- References (only the references of finalists will be contacted).

Only finalists will be contacted. Finalists should expect to be interviewed via telephone or Skype between February 1, 2016 and February 12, 2016. The 18-month consultancy will start immediately.

About the IMBR Initiative

Based at the Georgetown University Law Center, the International Migrants Bill of Rights (IMBR) Initiative contributes to important, ongoing debates about the way the world views and treats people who cross borders. Accessible yet substantiated by extensive legal research, the IMBR itself promotes the normative foundation for human rights protections at multiple levels of supranational migration governance. Because

norms and governance mutually reinforce one another, strengthening one – through the IMBR and the work of the IMBR Initiative – stands to increase the effectiveness of the other.

The *Vision* of the IMBR Initiative is a world in which the human rights of all international migrants are protected, regardless of the impetus of their migration. Individuals can be migrants regardless of whether their migration is temporary, lawful, regular, irregular, forced, for protection, for economic reasons, or for any other reason. The *Purpose* of the IMBR Initiative is to advocate for the protection of migrants' human rights by promoting the understanding and implementation of the International Migrants Bill of Rights. The *Goal* of IMBR Initiative is to pursue this vision and purpose through research, education, and advocacy **work** at the international, regional and country levels.

The IMBR Initiative is managed by a volunteer **Steering Committee**, which coordinates the work of the **IMBR Network** – a global network of individuals and organizations committed to the IMBR Principles and to the vision of the IMBR Initiative. More information about the history of the IMBR can be found **here**.

The consultancy is made possible by a grant from the Open Society Foundations.