



Title: Lawyers' Earthquake Response Network Coordinator

Start Date: Immediate

Location: New York City

Reports to: Director of Education and Outreach

Address:

Center for Constitutional Rights

666 Broadway, 7th Floor

New York, NY 10012

The Center for Constitutional Rights (CCR) seeks a full-time coordinator to facilitate work performed by the Lawyers' Earthquake Response Network (LERN). This is a one-year non-recurring position. LERN is a national network of lawyers in the U.S. working with Haitian lawyers to implement a legal, human rights-based response to the recent earthquake in Haiti. LERN projects include fighting for safe housing; long-term, effective international assistance to Haiti; and immigration opportunities for Haitians in the U.S. LERN is led by CCR, the U.S.-based Institute for Justice & Democracy in Haiti (IJDH), and the Haiti-based public interest law firm, le Bureau des Avocats Internationaux.

The coordinator will coordinate the work of the various partners and will mobilize support for human rights and justice in Haiti. This position will be supervised by the Director of the Education & Outreach Department.

Responsibilities:

- Provide administrative support for LERN, including posting documents, managing subgroups, setting up conference calls, and maintaining spreadsheets and other collaboration documents
- Do outreach to the Haitian community in the US to foster connections and communications between the community and LERN
- Prepare LERN materials including training materials and reports, which includes drafting, formatting, arranging for printing and posting on websites
- Compile electronic press clippings on specific subjects, e.g. delays in aid, problems from militarization, women's rights, etc.
- Garner public advocacy support – prepare and post action alerts, petitions, etc.
- Direct outreach to press in conjunction with Communications department
- Provide other support as necessary to LERN

Qualifications:

- Demonstrated experience in and knowledge of international human rights work
- Familiarity and background with Haiti
- Creole language skills are strongly preferred and French proficiency is desirable
- Experience working in coalition with a variety of groups from diverse perspectives
- Excellent communication, interpersonal and organizational skills
- Good computer skills, including experience with Google docs, document preparation, etc.
- Demonstrated commitment to social justice
- Demonstrated passion for women's rights and gender issues is desired
- Experience organizing in the Haitian community is helpful

Compensation:

This position is a one-year grant-funded position and is non-recurring. Salary is commensurate with experience and subject to union collective bargaining agreement.

Contact:

The application deadline is Friday, April 16th, 2010. Qualified candidates should mail a cover letter with salary requirements, resume, and three references to: LERN Search Committee, Center for Constitutional Rights, 666 Broadway, 7th floor, NY, 10012 or e-mail to **lerncoord@ccrjustice.org** with “LERN Coordinator Search” in the subject line. E-mail applications are preferred. Applicants will be notified only if they are selected for an interview.

NO PHONE CALLS PLEASE.

CCR IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ACTIVELY RECRUITS WOMEN, PEOPLE OF COLOR, PERSONS WITH DISABILITIES, AND PERSONS WITH DIVERSE GENDER AND SEXUAL IDENTITIES.