



# THE INTERNATIONAL LEGAL FOUNDATION

## **Job Announcement Program Officer**

**Reports to:** Program Director

Established in 2001, the International Legal Foundation (ILF) is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions.

Headquartered in New York, the ILF has current programs in Afghanistan, Georgia, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. The ILF's uniquely practical and effective approach focuses on developing the knowledge and skills of local lawyers through mentoring—not simply dropping in and providing one off trainings—while collaborating with government and justice sector stakeholders to advocate for systemic changes. In addition to our ground-up work establishing effective public defender systems, the ILF also engages in high-level global advocacy, pushing countries, international institutions, and donors to prioritize legal aid as a fundamental human right.

For more about us, visit [www.theilf.org](http://www.theilf.org)

The Program Officer provides support and guidance to ILF efforts around the world to advance the rights of those most vulnerable. The Program Officer will support the ILF in achieving our objectives through communication, technical assistance, and monitoring support, and by playing a substantial role in data collection and analysis and program management. The Program Officer also has the opportunity to work with the ILF's global teams on advocating for criminal justice reforms, including ending mass incarceration, racial and ethnic discrimination and gender injustice.

*This position is based in the New York City office. Remote work may be considered as meets organizational needs*

### **Key Responsibilities:**

- Support the tracking and analysis of program outcomes and results, including those related to the tracking of the impact of the provision of quality legal representation.
- Support compliance with donor requirements including but not limited to tracking grant commitments; review, editing and submission of reports in a timely manner; etc. Work with the senior program director and program team to develop systems for effectively tracking program activities and targets against approved objectives and timelines, log frames and monitoring and evaluation matrix and creating team wide alerts for project milestones;
- Keep up to date on program activities and achievements, draft periodic program reports, and regularly communicate program highlights, challenges and successes;
- Coordinate and communicate regularly with staff around the world on program needs
- Respond to inquiries from ILF offices regarding program compliance and implementation.

- Support the Development and adaption of tools, guidelines, assessments, policies, and training curriculums to support the delivery of high-quality, effective legal aid services.
- Work with program staff around the world to develop research, analysis, communications and strategies to address the most pressing issues impacting justice involved persons.
- Provide support and oversight as needed to trainings and conferences;
- Other duties as assigned.

**Qualifications:**

- A belief in the mission of the International Legal Foundation and a demonstrated commitment to human rights, social justice and criminal justice reform;
- Bachelor's Degree required. Advanced degree a plus;
- At least 2 years relevant work experience;
- Strong information gathering, writing, and editing skills;
- Project management understanding and ability;
- Experience working with data collection, analysis, and visualization tools preferred;
- Excellent interpersonal skills
- Ability and willingness to travel to post-conflict/transitional countries
- Knowledge of French, Arabic or Spanish helpful

Kindly submit your resume, a thoughtful cover letter (including how your life experience would add to this position) and writing sample to [jobs@theilf.org](mailto:jobs@theilf.org) by **September 5, 2022**. No telephone inquiries please. Only candidates selected for an interview will be contacted.

*Antiracism, diversity, and equity are critical to our organizational values and to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The ILF is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply. System-impacted people (i.e. people with past involvement with the criminal justice system, directly or through family) are also strongly encouraged to apply.*