Summer Quarter Program Coordinator Internships

The Program on Human Rights and the Global Economy (“PHRGE”) at Northeastern University School of Law is seeking two student program coordinators to support staff in the design and implementation of PHRGE’s human rights programming here at NUSL. The positions offer valuable experience, a respite from law school rigors and a chance to make an indispensible contribution to PHRGE’s human rights mission.

The program coordinator’s duties will include:

• Updating PHRGE’s website, and managing PHRGE’s social media presence, as necessary;
• Managing PHRGE’s electronic mailing list;
• Designing and facilitating production of promotional materials PHRGE events;
• Providing logistical support for PHRGE events (reserving rooms, ordering food etc.); and
• Interacting effectively with faculty, staff and students regarding PHRGE initiatives.

To ensure continuity, PHRGE asks applicants to be willing to commit to working a minimum of 10 hours per week over the course of a quarter in PHRGE’s office. PHRGE will work with the Coordinators to establish a fixed weekly schedule amenable to both parties. Flexibility is a PHRGE hallmark.

To apply, please send a copy of your resume and a cover letter highlighting your relevant work experience and interest in human rights to m.mcgill@neu.edu. Qualifications include interest in PHRGE and its mission, organizational skills and strong computer skills. Program administration, event planning or graphic design experience of any sort would all be extremely useful. Students must be work-study eligible to apply.