Northeastern University School of Law’s Program on Human Rights in the Global Economy (PHRGE) Program Coordinator

The Program on Human Rights and the Global Economy (PHRGE) at Northeastern University School of Law is seeking an undergraduate co-op student ready to help implement the projects and programs of a cutting-edge human rights center (MUST BE CO-OP WORK-STUDY CLEARED).

PRIMARY DUTIES:
- Help organize a variety of program-sponsored events—including lectures, promotional and advocacy events—inside and outside of the Law School
- Maintain the program’s webpage within the NUSL website (training provided)
- Manage the program’s Twitter feed, electronic newsletter and other social media activities
- Support the writing and design of a variety of printed communications materials including flyers, brochures and the program’s Annual Report
- As required, assist in research projects undertaken by the program

QUALIFICATIONS:
- Understanding of and interest in PHRGE’s mission to advance human rights through the law
- Strong organizational skills
- Ability to coordinate a number of projects simultaneously and to set and observe priorities
- Good interpersonal skills, including the ability to contribute to an effective team
- Event planning experience and advanced computer skills are a real plus

Please visit our website to learn more about our program: http://www.northeastern.edu/law/academics/institutes/phrge/index.html