

The International Center for Transitional Justice seeks an Archive Knowledge Management Intern

ABOUT:

The International Center for Transitional Justice (ICTJ) is seeking an Archive intern to work with the Program Staff to help reconfigure, design and implement new internal information management and archival systems within the organization. As ICTJ approaches its fifteenth anniversary, strong archiving systems will be needed to preserve the valuable records, documents, data and other materials that form the basis of ICTJ's value to the international community and help organize information going forward.

This project is guided in part by ICTJ's 2015-2018 Strategic Plan that seeks, as a priority, to promote a culture of inquiry and learning and to invest in ICTJ's knowledge management system and capacity and promote knowledge sharing within ICTJ.

The areas in which the Archive Intern will support the Program staff include but are not limited to:

- Conducting staff interviews to assess current information management systems, both individual and institutional
- Assessing and analyzing scope and breadth of current files
- Brainstorming and helping develop effective search systems, filing hierarchies, naming protocols to manage existing information
- The implementation of newly designed systems, which could include naming, e-filing and other activities
- Organizing content by themes, topics, types of materials etc.
- Organize a static shared drive (*not* an active database)

Qualifications

The ideal candidate will be enrolled in a library science, archiving or similar program and is seeking to apply their theoretical and practical knowledge. Interest in human rights and/or transitional justice preferred.

This is a part-time, unpaid internship based in our New York City office, with a minimum time commitment of 20 hours per week for approximately 12 weeks. Students should check with their academic institution to determine if they are eligible to receive academic credit for internship.

TO APPLY: Please send resume and cover letter by May 15, 2016. All materials should be submitted together via e-mail to jobs@ictj.org with the subject line "ARCHIVING INTERN"