



Recruitment for a temporary, part-time Research Assistant – New York City office

Overview

Business & Human Rights Resource Centre is seeking a Research Assistant to provide support to its renewable energy and human rights initiative. The Research Assistant may also contribute to the Resource Centre's coverage of other business and human rights issues.

Working with our Senior Project Lead & Researcher and other members of our global team, you will assist with our initiative to support a fast and fair transition to renewable energy by conducting research about the renewable energy landscape, including the practices of leading companies and allegations of abuse; updating and maintaining our renewable energy & human rights portal; inviting companies to respond to allegations of abuse; and helping to organize a roundtable. You may also help to strengthen the Resource Centre's coverage of climate justice and technology and human rights, among other issues.

We are seeking someone with strong research experience; knowledge of the renewable energy sector; and excellent attention to detail. You will need the ability to organize and concisely communicate large amounts of complex information to an unfamiliar audience. You should be self-motivated, and able to work independently while functioning well as a member of a small team.

Hours: 15-21 hours/week

Period: March 1, 2018 – June 28, 2018 (some flexibility with start and end dates)

Rate: \$22 per hour

Location: our office in **New York City** (120 Wall Street, 16th FL New York, NY 10005)

To apply, please send your CV and a cover letter detailing how your skills and experiences are a strong fit for this position, why you are interested in this role, and any past professional and/or academic experience with renewable energy to Christen Dobson at dobson@business-humanrights.org.

Deadline: 16 February 2018, noon ET

Next steps: If shortlisted, we will invite you for an interview and a written test.

About us

The Business & Human Rights Resource Centre is an international NGO that works with everyone to advance human rights in business and eradicate abuse. We work to put human rights at the core of companies' business models; to empower communities and workers to secure their rights and gain accountability for abuse; and to encourage governments to create the right regulation and incentives to facilitate these outcomes. Our work covers the full gamut of human rights in business, with three priority issues: labor rights; responsible resource use; and protection of civic freedoms and human rights defenders.

Our three primary global approaches to deliver this vision are:

- Empower human rights advocates in civil society, business, and governments to stimulate bold leadership for human rights in business.
- Strengthen corporate accountability to strengthen due diligence, and effective remedy for abuse.
- Build transparency of the advances, challenges, and abuse of human rights in business.

We are a global organization that is rooted in fifteen regions, and committed to cooperation with diverse actors in our movement. We have nearly 40 members of our Global Team based around the world who work with a rich network of human rights advocates in eight languages. Our offices are located in London, New York, and Washington DC and our team members are based in Australia, Brazil, China, Colombia, Egypt, Hong Kong, India, Japan, Jordan, Kenya, Mexico, Senegal, South Africa, Myanmar, and Ukraine. The Centre is a non-profit organization, and does not accept funding from companies. Further details about us are available on our website (<http://www.business-humanrights.org>).

Your Responsibilities & Tasks

Renewable energy & human rights initiative

- Conduct research to map the landscape of renewable energy companies, with a particular focus on the solar, geothermal, and biomass sectors;
- Conduct research about the human rights impacts of renewable energy operations and any positive case studies;
- Invite renewable energy companies to respond to allegations of human rights abuses;
- Update the Resource Centre's renewable energy and human rights portal;
- Assist with organizing relevant events;
- Assist with communications related to this project.

General research & project support

- Strengthen the Resource Centre's coverage of climate justice; technology and human rights; and SDGs, business and human rights by monitoring the news and social media, researching & posting information;
- Invite companies to respond when human rights abuses are alleged against them. This involves finding company contacts, drafting and sending company response letters, and often extensive follow-up via phone and e-mail;
- Prepare content for Weekly Update newsletters;
- Assist with training and supporting interns including by reviewing and publishing draft inputs for the website;
- Assist with other organizational work as necessary.

Person Specification: Research Assistant

CRITERIA	STANDARD
Work experience	At least two years of work experience in the human rights, sustainable energy, energy policy or another related field where conducting research was a core component of the position (Essential) Experience working on business and human rights issues (Highly desirable)
Education	Bachelor's degree in human rights, sustainable energy, energy policy international relations or another related field (essential); Master's degree or some master's-level study preferred
Language skills	Fluent English: reading/writing/speaking (Essential) Knowledge of languages (particularly Spanish, French, Arabic, Chinese, German, Portuguese or Russian) to a standard to be able to read newspaper articles and compose brief written summaries (Desirable – but not essential)
Research & analytical skills	Academic or work experience involving online research and analysis (Essential) Attention to detail and accuracy (Essential) Willingness to do some data input on our website (Essential)
Project support	Experience providing support to projects at various stages – including pulling together & synthesising research for briefings and writing and preparing communications materials, such as blogs (Essential)

Information technology skills	Proficient computer skills, including MS Word, Outlook and online research (Essential) Familiarity with social media (Essential) Familiarity with graphic design, HTML (Desirable)
Self-initiative	Ability to use own initiative and to work independently (Essential) Ability to adjust work quickly & efficiently in response to feedback (Essential)
Knowledge & commitment to human rights	Passion for and knowledge about human rights (Essential) Knowledge about renewable energy sector (Essential)

Business & Human Rights Resource Centre is an equal opportunity employer.