

MEIKLEJOHN CIVIL LIBERTIES INSTITUTE

INTERIM EXECUTIVE DIRECTOR

Position Location: Berkeley, California

Position Type: Part-time/Independent Contractor

Start Date: mid-January 2020

Reports to: Board President

Website: <http://www.mclihumanrights.org/>

To apply: email mcli1965@gmail.com



ORGANIZATION DESCRIPTION

Founded in 1965, Meiklejohn Civil Liberties Institute advocates for U.S. compliance with human rights law and educates the public on human rights. The Institute participates in reporting and monitoring to international bodies such as the U.N. Human Rights Council, U.N. committees, and elsewhere to raise awareness and provide accountability for human rights violations by local, state, and federal governments. The Institute centers leadership and organizing by people directly impacted by human rights violations. The Institute educates legal professionals, students, and the public on Human Rights Law and enforcement in the courts and international forums.

The Institute advocates for ratification, enforcement, and implementation of all human rights treaties at all levels of government. The Institute has been a leader in Peace Law prioritizing human needs over war.

POSITION DESCRIPTION

The Interim Executive Director is responsible for the smooth running and successful implementation of the organization's programs and operations. The Interim Executive Director must implement a strategic plan to sustain the organization and create a framework for employment of essential staff rather than the current reliance on independent contractors. The Interim Executive Director will make timely reports to the Board of Directors.

PRIMARY RESPONSIBILITIES

- Primary management for Board of Directors
- Fundraising
- Coordinate and attend meetings of Board of Directors
- Report to Board of Directors
- Supervise staff, volunteers, and workers.
- Spokesperson for Organization
- Maintain understanding of human rights law
- Organize educational events
- Maintain relations with allied organizations
- Oversees preparation and distribution of quarterly newsletter
- Any other duties necessary

DESIRED QUALIFICATIONS

Required Skills

The position requires having or obtaining the following skills:

- Cultural competency
- Comprehension of law and policy
- Technical writing
- Public speaking
- Media relations
- Delegating tasks
- Organizing workflow for multiple tasks
- Computer literacy (FileMaker Pro, G Suite, Mailchimp, WordPress, etc.)

Lived Experience

While not a requirement, MCLI believes that it is desirable for the Executive Director to have personal experience with human rights violations, either directly or as a member of an impacted group. Accordingly, applicants with lived experience with human rights violations will be strongly considered including applicants with non-traditional professional or education backgrounds.

Professional Experience

MCLI does not require applicants to have any specific professional experience and encourages applicants of all backgrounds. The following is a partial list of some professional experiences that would be considered:

- Non-profit leadership
- Fundraising
- Legal work
- Case work

Education

MCLI does not have any educational requirements. The following is a partial list of some areas of study that would be helpful:

- Legal Education (J.D., LLM, paralegal, etc.)
- Political Science
- Social Work
- Non-profit Management

HOURS

The Interim Executive Director will set their own hours, not to exceed an average of 20 hours per week. There are no minimum hours provided that the Interim Executive Director attains benchmarks and deliverables in a timely manner. Hours and compensation may increase based on availability of funds.

COMPENSATION

\$600 per week. Compensation will increase as fundraising targets are reached.