



Event Coordinator

Who We Are:

Human Rights Research Center (HRRC) is a newly established start-up that brings a multidisciplinary approach to human rights and seeks to bridge the gap between academic research and the wider public. We **educate** through facts, **advocate** using our research findings, and take **action** to implement change.

HRRC is looking for a **volunteer** Event Coordinator to join the team. Given the nature of this role's work, this position can be completed remotely, but candidates must live in the Washington, D.C. area.

Who You Are:

You are a champion for international human rights. You are a strong independent worker and effective team player who enjoys collaborating with multiple stakeholders. You are comfortable leading with little guidance. You have excellent critical thinking and problem-solving skills, in addition to a sharp attention to detail. You know how to foster relationships. You are a strong communicator who enjoys working with people from various backgrounds.

What You'll Do:

- Collaborate with HRRC's Advocacy and Social Media teams in creating public awareness initiatives to bolster human rights literacy.
- Organize and attend vigils, demonstrations, and similar initiatives to garner targeted interest.
- Research and reserve appropriate venues that align with HRRC's mission.
- Coordinate and oversee all event operations and carefully supervise event preparation activities.
- Analyze and evaluate event's results by creating and presenting reports to HRRC management.
- Exceptional candidates will have experience in event planning/coordination, hospitality, public relations, or in a similar field.

Compensation and Commitment

This is a volunteer, virtual opportunity with the expectation of 3-5 hours of work per week. At least a six-month time commitment is required. Candidates must be located in the Washington-D.C. area.

Human Rights Research Center (HRRC) is committed to equal opportunity and promotes equity and transparency as core values. HRRC practices inclusiveness in decision making through the use of consultation with employees throughout the organization. HRRC does not discriminate against any person on the basis of actual or perceived race, color, religion, national origin, ancestry, citizenship status, age, ability, gender, marital status, veteran status, sexual orientation, genetic information, arrest record or any other characteristic protected by applicable federal, state or local laws. Applicants committed to equity from all backgrounds, experiences, abilities, and identities are encouraged to apply.

Human Rights Research Center (HRRC)

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