



Project Manager (Volunteer)

Who We Are

Human Rights Research Center (HRRC) is an established 501(c)(3) nonprofit 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.

Who You Are

We are seeking a structured, detail-oriented **Volunteer Project Manager** to act as the "engine" behind our multiple initiatives, including research projects, social media, and web development. You will work closely with our leadership, research, social media, and website design teams to ensure that our reports, campaigns, and advocacy projects stay on schedule and achieve their intended impact.

What You'll Do

- **Project Planning:** Develop timelines, milestones, and deliverables for upcoming research reports and organizational events.
- **Team Coordination:** Facilitate communication between volunteer researchers, editors, and digital advocates to ensure everyone is aligned.
- **Resource Management:** Track progress using Trello and identify potential "bottlenecks" before they stall a project.
- **Meeting Facilitation:** Lead brief check-ins to monitor project health and document key decisions.
- **Process Improvement:** Suggest and implement simple workflows to make our lean team more efficient.

Qualifications & Skills

- At least three years of experience in project management, operations, or a related administrative role (professional or volunteer).
- Exceptional written and verbal communication skills; ability to translate complex goals into actionable tasks.
- Proficiency with project management software and remote collaboration tools (Slack, Google Workspace, etc.).
- A demonstrable commitment to human rights, social justice, and ethical research.
- A "natural optimizer" who enjoys creating order out of chaos.

Commitment & Logistics

This is a volunteer, virtual opportunity with the expectation of 5-8 hours of work per week. At least a six-month time commitment is required.

Benefits of Volunteering with Us

- Directly contribute to the success of high-profile human rights research.
- Connect with a global network of activists, researchers, and policy experts.

Human Rights Research Center (HRRC)
Website: www.humanrightsresearch.org
501(c)3 EIN: 87-1306523
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- Gain experience in the nonprofit sector and lead meaningful projects for your portfolio or CV.
- Receive professional references, LinkedIn recommendations, and public recognition for your contributions.

How to Apply

- Please complete the online application form: <https://forms.gle/9zEou9CE78LkupSbA>.

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.