Job Announcement
Program Officer

Reports to: Senior Program Director
Latest update: January 4, 2021

Established in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Around the world, we provide criminal defense services and build sustainable, effective legal aid institutions.

Headquartered in New York, the ILF has current programs in Afghanistan, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. We work with ministries of justice, bar associations, lawyers, prosecutors, and police to expand access to justice for vulnerable people. By bringing international criminal defense experts together with local lawyers to provide professional mentorship and exchange, the ILF is raising up a new generation of public defenders. Our work prevents torture and mistreatment, promotes alternatives to detention, encourages positive youth development, and builds fair and credible institutions.

For more about us, visit www.theilf.org

The ideal candidate will be deeply knowledgeable about criminal justice/indigent defense issues and understand the roles that direct services, policy advocacy, and communication can play in advancing social change. The ideal candidate will also have excellent communication and writing skills, be organized and strategic, and a self-starter who deals well with change.

Key Responsibilities:

- Help the organization learn and grow its programmatic impact through research, monitoring and evaluation, policy analysis, project management, data analysis and data governance. Maximize organizational learning by enhancing context/conflict sensitivity, attention to process and local ownership;
- Conduct legal research, provide detailed analysis of assigned matters and, as required, prepare background materials and summaries of criminal justice issues worldwide;
- Manage, monitor and coordinate the ILF’s grants portfolio, including: grant requirements and due dates; tracking objectives, activities, expected results, and indicators of success. Work with the senior program director and program team to develop systems for effectively tracking program activities and targets against approved timelines, log frames and monitoring and evaluation matrix and creating team wide alerts for project milestones;
- Work with ILF program and country teams to draft and edit grant proposals and donor reports, including data management, verification and analysis; undertaking periodic reviews of
progress; and developing improved processes. Keep up to date on program activities and achievements, draft periodic program reports, and regularly communicate program highlights, challenges and successes;

- Train and support the development of report writing and data management staff in ILF country program offices worldwide so that local staff can better engage with donors, and eventually submit, reports and proposals for funding for their individual country programs;
- In coordination with the director of advocacy and partnerships keep up to date on new government and foundation grant awards, including regularly reviewing websites, subscribing to email lists and sharing application opportunities with the management team;
- Work with the ILF program team to ensure that ILF Case Notes, developed by the ILF’s lawyers and program directors about legal issues being addressed in ILF’s program offices, are drafted, approved, and published by the ILF’s communications and advocacy team;
- Support in the monitoring, evaluation and learning of the organization worldwide and in individual country programs, including developing tools and reviewing/assessing feedback and data. Assist in the creation and publication of this information showing impact for advocacy purposes;
- Support the coordination of meetings with the ILF’s program team worldwide and international conferences hosted by the ILF or attended by program staff;

**Qualifications:**

- A belief in the mission of the International Legal Foundation and a demonstrated commitment to social justice and criminal justice reform;
- Bachelor’s Degree required and at least 2 years work experience;
- Juris Doctor or master’s degree preferred;
- Deep understanding of criminal justice/ indigent defense issues;
- Strong information gathering, data management, messaging, writing, and editing skills;
- Experience developing and maintaining an organization’s voice and tone;
- Excellent interpersonal skills;
- Previous experience in proposal and report writing a plus;
- Previous experience in monitoring and evaluation of programs a plus;
- Previous experience training others in proposal and report writing a plus

Kindly submit your resume, a thoughtful cover letter and writing sample to jobs@theilf.org by **February 28, 2021**. No telephone inquiries please. Only candidates selected for an interview will be contacted.

*The International Legal Foundation is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, orientations, experiences and communities to apply.*