



**INTERNATIONAL CORPORATE
ACCOUNTABILITY ROUNDTABLE**

**International Corporate Accountability Roundtable (ICAR)
Legal and Policy Fellow
September 2020 – September 2021**

ICAR is looking for a bright and dedicated recent law school graduate to join our team as a Legal and Policy Fellow in September 2020. This is a full time, one (1) year fellowship based in ICAR's Washington, D.C. office. The Fellow is expected to secure external sources of funding for this position.

APPLICATION DEADLINE: Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

POSITION SUMMARY:

The International Corporate Accountability Roundtable (ICAR) is a civil society organization established to ensure that human rights are respected and that those who transgress are held accountable. We work to build commonsense protections against corporate abuse, protect those who speak out against corporate abuse, and end the corporate state. ICAR challenges governments to engage and lead in the international arena, set conditions in the market, and ensure legal accountability and access to remedy.

The Legal and Policy Fellow (The Fellow) is responsible for supporting the work of ICAR's Legal and Policy Team on specific ICAR work streams. The Fellow will assist in formulating and implementing ICAR's efforts to: 1) ensure reasonable safeguards against corporate abuse, 2) protect those who speak out against corporate abuse, and 3) combat the rise of the corporate State. The Legal and Policy Fellow reports to the Legal and Policy Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Legal Research and Writing
 - Conduct in-depth legal research and analysis in relation to ICAR projects;
 - Draft memoranda and briefings on key legal and policy questions;
 - Analyze, evaluate, and draft legislative and regulatory text;
 - Develop tools, resources, and guidance materials to assist governments and other stakeholders in addressing business-related human rights challenges.
- Advocacy
 - Assist in advocacy with congressional, agency, and other governmental contacts;
 - Assist in research and writing tasks as assigned by the Executive Director, Legal and Policy Director, Senior Advocacy Counsel, and Advocacy Counsel;
 - Represent ICAR in meetings along agreed-upon positions.
- Administrative
 - Assist with regular meetings and/or conference calls with ICAR membership, key partners, and networks;
 - Draft publications and external communications in support of ICAR projects;
 - Maintain comprehensive, accurate, and up-to-date files, records, and systems;

- Assist in logistics and organizing related to periodic ICAR-hosted events, as needed.

EDUCATION AND EXPERIENCE:

- Juris Doctor degree or foreign equivalent required;
- U.S. bar membership strongly preferred;
- Must be legally able to work in the United States;
- Demonstrated commitment to human rights and social justice, with experience in business and human rights advocacy, required;
- Experience working in a multicultural setting preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Excellent legal research, analysis, writing, and editing skills;
- Self-motivated and works well in an informal, team-oriented environment;
- Enthusiasm for the organization's mission and campaigns;
- Ability to juggle multiple tasks and consistently meet deadlines;
- Confidence and the ability to be proactive, think quickly, and work independently;
- Broad knowledge about international human rights law and the corporate accountability movement;
- Excellent interpersonal and leadership skills;
- Fluency in both written and spoken English required;
- Proficiency in a second language preferred;

ORGANIZATIONAL RELATIONSHIPS:

- Daily interactions with co-workers;
- Interactions with ICAR's members, partners, and networks;
- Interactions with key advocacy targets, particularly government representatives including various executive agency and department personnel.

WORK ENVIRONMENT:

- Interactive and collaborative work environment;
- Work from shared office suite;
- Computer and printer provided.

COMPENSATION:

This is *not* a fully funded position. ICAR will provide full coverage of the Fellow's benefits, but the Fellow is expected to secure external funding to cover salary. Applicants must identify a potential external funding source prior to submitting an application for this position. Funding does not need to be secured at time of application. Applicants are encouraged to identify external funding sufficient to cover their full salary, but in the event that only partial external funding is available, ICAR may be able to cover the difference. Such partial external funding arrangements will be reviewed on a case-by-case basis.

The applicant selected to fill this position will be required to secure the external funding before signing an employment contract.

HOW TO APPLY:

Please send a cover letter, resume, law school transcript, short writing sample (5 pages or less), list of three references, and information about your identified external funding source to apply@icar.ngo.

Please use “Application: 2020 ICAR Legal & Policy Fellow” as your subject line.

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