



POSITION DESCRIPTION

POSITION TITLE: Staff Attorney

PROGRAM: Environmental Health, Climate & Energy

SUPERVISOR: Senior Attorney, C&E

LOCATION: Geneva, Switzerland

SALARY: D.o.E.

SUMMARY DESCRIPTION:

The Center for International Environmental Law (CIEL) seeks a **Staff Attorney** to support its Climate and Energy (C&E) program. The C&E program works to accelerate the transition away from fossil fuels and place people at the center of climate policies. It does so by working to hold governments and corporations accountable, including through UN rights institutions and other bodies. The Staff Attorney will contribute to the advocacy for rights-based climate actions under the Paris Agreement and support the advocacy of civil society coalitions at the annual UN Climate Conferences (COPs).

The Staff Attorney will conduct research regarding the integration of human rights in national climate policies under the Paris Agreement, as well as support capacity building activities for governmental and non-governmental stakeholders to with goal of integrating human rights in climate policies. The Staff Attorney will engage with UN human rights monitoring institutions regarding the obligations of individual countries and relevant human rights issues. This work will involve the drafting of parallel reports on individual countries and other forms of engagement and advocacy at these UN institutions.

To perform this role, the Staff Attorney will have familiarity with the linkages between human rights and climate change and familiarity with the UN climate and/or human rights processes. The Staff Attorney will also have impeccable writing skills in English. Experience within multilateral environmental negotiations and experience working with civil society networks are strongly preferred. Responsibilities include: participating in relevant international processes; preparing parallel reports, policy and legal analyses, briefing notes, communications and campaign materials, and other documents; and coordinating cross-cutting partnerships and building coalitions to develop and advance shared campaign objectives and strategies. The Staff Attorney will be based in Geneva and report to the Human Rights and Climate Change (HR&CC) Senior Attorney and the Climate & Energy Program Director. The position requires extensive international travel, sometimes for significant periods. The position is full time, with an ideal start date in early February 2020.

RESPONSIBILITIES:

1. In conjunction with the HR&CC Senior Attorney and other relevant staff, develop, and bear primary responsibility for implementing campaigns and strategies that achieve measurable progress towards CIEL's strategic priorities and programmatic objectives, ensuring the highest quality work product;
 - a. Maintain a working knowledge of relevant political and regulatory frameworks and issue areas;

- b. Assist in the research and drafting of briefing documents, legal analysis, parallel reports, written comments, and publication-ready materials for submission to governments, NGO partners, and communities;
 - c. Organize, coordinate, and participate in events to support program goals;
 - d. Assist in the design and implementation of strategies to inform, engage, and mobilize target constituencies in support of campaign goals;
 - e. Assist in the development of fact sheets, press releases, online communication materials, webinars, and other informational materials to inform, engage, and equip CIEL funders, partners, supporters, and the public;
 - f. Establish and maintain effective working relationships with relevant partner and intergovernmental organizations, agencies, country representatives, and other stakeholders; and
 - g. Represent CIEL in coalitions, public meetings, workshops, and other processes.
2. Assist in information flow within the program and other CIEL programs.
 3. Perform other job-related duties as requested or assigned by the HC&CC Senior Attorney.

Administration:

1. Maintain timesheets contemporaneously and submit them on time;
2. Participate in weekly staff and team meetings and other organizational activities, including an annual staff performance evaluation.

QUALIFICATIONS:

Minimum Qualifications:

1. JD or master's degree in international law or a relevant field with a solid legal component;
2. 2-4 years of professional experience in designing and supporting effective advocacy campaigns in an environmental and/or international policy context;
3. Strong organizational skills and ability to manage multiple tasks simultaneously;
4. Superior legal analytical, writing, and communication skills and a demonstrated ability to write clearly and compellingly for a variety of audiences, including policymakers and the general public;
5. Experience using legal norms in the context of legal and/or policy campaigns;
6. Demonstrated experience working with and organizing a diversity of people, groups, local communities, and organizations;
7. Ability to work both independently and in close coordination with a team;
8. Has necessary immigration status or permit to work in Switzerland (Schengen passport);
9. Ability to undertake extensive travel;
10. Fluency in the English language.

Desired Qualifications:

1. Demonstrated expertise in human rights obligations and familiarity with climate governance, experience with relevant international policy fora, and familiarity with the landscape of the global movement seeking to leverage human rights norms in climate policies;
2. Direct experience participating in UN climate or environmental negotiations;
3. Experience with a variety of communication technologies and formats, including social media and blogging;
4. Proficiency in one additional UN language - French and/or Spanish preferred.

About CIEL: For 30 years, CIEL has used the power of law to protect the environment, promote human rights, and ensure a just and sustainable society. CIEL's dynamic team of international attorneys and experts work together in a collaborative and supportive work environment to tackle some of the most interesting and challenging issues facing people and the planet. CIEL is a 501(c)(3) non-profit organization and is an equal opportunity employer and encourages individuals from a diversity of backgrounds to apply. CIEL offers an informal, friendly, and fun work environment with excellent benefits.