

# Internship AsyLex Global



**ASYLEX**  
LEGAL ADVISORY



(6 months, 80-100%, from January 2025 or by agreement, with the prospect of extension)

## Who we are

AsyLex is a non-profit association based in Switzerland that provides free legal advice to asylum seekers and refugees (online) and represents them before national and international authorities, courts and UN committees. In over 10 languages, we have advised over 11'000 clients in the last seven years, thanks to the efforts of about 150 volunteers. The AsyLex Global team aims to provide asylum seekers with access to justice up to the international level abroad.

## Your tasks

We are looking for an intern who represents our values and has a strong interest in the protection of fundamental and human rights in asylum proceedings. You will work closely with the Head of AsyLex Global and support her mainly in project management and diverse project implementation tasks, such as establishing a project plan for the implementation of our global initiatives, mapping local stakeholders, networking with organizations abroad, attending and organizing internal and external meetings and workshops, and assisting in the preparation of risk analyses, financial plans, budget and fundraising proposals. Assisting with administrative tasks and the International Litigation and International Cooperation teams as needed, will also be part of your tasks.



## Who we are looking for

Are you studying International Law, International Relations, Political Science (at least Bachelor) or in a similar field or did you recently graduate? Do you have a strong sense of justice, have organizational skills and are interested in establishing networks with organizations abroad? Have you been actively involved in human rights in the past? Are you familiar with International Human Rights Law, International Refugee Law and International Procedures or are eager to specialize in them? Then you are exactly the right person for us. We are looking for an independent and responsible person who likes to take self-initiative, has strong research skills and is fluent in German and English (French, Spanish and other frequently used languages in the asylum field would be an advantage). In case of equal qualifications, applicants with a refugee background are preferred.

## What we offer

You will work in an international team of talented volunteers. Your education is our priority - you will benefit from valuable training opportunities. Our office is centrally located in Zurich, home office up to a maximum of 60% depending on the level of employment is possible. You will have the chance to support AsyLex to globally expand our services and to learn from experienced experts. The salary for 100% is CHF 1'050 with a BA and CHF 1'550 with a MA.

## Next steps

If we have sparked your interest, please send your complete dossier (CV, motivation letter, certificates, references) as soon as possible, but latest until 20<sup>th</sup> November 2024 to Joëlle Spahni (bewerbungen@asylex.ch). We are looking forward to your application!