

# GLOBAL CENTRE FOR THE RESPONSIBILITY TO PROTECT

<b>Position Title:</b>	Program Officer	<b>Position Type:</b>	Full time	<b>Location:</b>	New York
<b>Job Description:</b>					
<p>The Global Centre for the Responsibility to Protect is a non-governmental organization working to encourage the international community to uphold the norm of the Responsibility to Protect (R2P) populations from mass atrocity crimes. To advance its mission, the Global Centre conducts in-depth analysis on crisis situations around the world, advocates for the implementation of R2P, assists in building and supporting networks for the prevention of mass atrocities and hosts events and courses on atrocity prevention and a variety of cross-cutting issue areas.</p>					
<p>The <b>Program Officer</b> is a full-time, in-person position based in New York, USA, supporting the organization’s New York and Geneva offices in the coordination and implementation of global activities, as well as related administrative responsibilities.</p>					
<b>Duties:</b>					
<ul style="list-style-type: none"> <li>• Assist in planning Global Centre events and in-person programming, including drafting concept notes and invitations, monitoring RSVPs, arranging travel for participants and speakers, coordinating with event venues and vendors, maintaining detailed records of event spending and other logistical responsibilities.</li> <li>• Work with the senior leadership on preparing grant applications and reports to donors. Maintain a calendar for implementing the Global Centre’s annual program of work and reporting. As necessary, liaise with funders and their representatives.</li> <li>• Responsible for supporting the office’s stakeholder engagement efforts by facilitating meetings, communications and maintaining networks. This includes: <ul style="list-style-type: none"> <li>• Coordinating and scheduling meetings between the Global Centre’s Executive Director and a range of external partners and stakeholders. Creating preparatory materials for senior leadership ahead of meetings with external stakeholders.</li> <li>• Coordinating communications and activities across networks for which the Global Centre serves as Secretariat, including the Global Network of R2P Focal Points and the International Coalition for the Responsibility to Protect. Responsibilities in this regard include maintaining databases, assisting with the organization of network meetings, managing communications and social media accounts and engaging with new members.</li> </ul> </li> <li>• Perform general administrative tasks and other related duties in support of the office.</li> <li>• Maintain contacts databases and other relevant administrative records.</li> <li>• Prepare and send official correspondence to governments, high-level UN representatives and partner organizations.</li> <li>• Perform background research and writing on an as-needed basis.</li> </ul>					
<b>Skills/Qualifications:</b>					
<ul style="list-style-type: none"> <li>• 1-3 years relevant experience in an office setting.</li> <li>• A relevant higher degree in a field connected to the work of the Global Centre, including political science, international relations, international law, human rights, etc.</li> <li>• Experience in event planning and program logistics.</li> <li>• Ability to manage multiple projects, meetings, and deadlines simultaneously in a fast-paced, international environment with shifting priorities. Ability to work independently while collaborating with team members in multiple offices.</li> </ul>					

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- Excellent oral and written communication skills.
- Excellent organization skills and attention to detail.
- Strong interpersonal skills and ability to engage professionally with governments, UN representatives, civil society organizations and other stakeholders.
- Proficient in Word, Excel, Powerpoint and shared workspaces such as Box and GoogleDocs. Experience with mail-merge and familiarity with Adobe programs and Miro is a plus.
- Proficiency in English required, but additional language proficiencies are a plus, particularly another official UN language (French, Spanish, Russian, Arabic, or Chinese).

**About the Global Centre for the Responsibility to Protect:**

The Global Centre for the Responsibility to Protect seeks to transform the principle of the Responsibility to Protect populations from genocide, war crimes, ethnic cleansing and crimes against humanity into a practical guide for action in the face of mass atrocities. The Global Centre was founded by a number of supportive governments, leading figures from the human rights community, as well as by International Crisis Group, Human Rights Watch, Oxfam International, Refugees International, and WFM-Institute for Global Policy.

The Global Centre engages in advocacy around specific crises, conducts research designed to further understanding of R2P, recommends strategies to help states build capacity, and works closely with NGOs, governments and regional bodies which are seeking to operationalize the Responsibility to Protect. The Global Centre has offices in New York and Geneva. The Global Centre acts as the Secretariat for the Group of Friends on the Responsibility to Protect, the Global Network of R2P Focal Points, the International Coalition for the Responsibility to Protect, and the NGO Working Group on the Security Council.

**How to Apply:**

Interested applicants should submit a cover letter and CV/Resume to [jobs@globalr2p.org](mailto:jobs@globalr2p.org) by 19 June 2026.

**Availability:**

Applicants for this position should be available to start by September 2026 and must possess valid US work authorization.

Closing Date:	19 June 2026	Annual Salary	\$62,000 plus a comprehensive benefits package including 401(k), medical, dental and vision insurance.
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