



Job Description

Program Consultant - Korean Speaker

The Center for Justice & Accountability is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through innovative litigation, policy, and transitional justice strategies in pursuit of truth, justice and redress for victims and survivors. CJA's vision is a world in which justice thrives – where every nation has the capacity and willingness to prosecute human rights criminals and achieve justice for those most marginalized in society. We believe that the world's worst human rights criminals should be brought to justice wherever they are found, as we help build the rule of law in the nations where the original crimes occurred.

Position Overview

We are seeking a dynamic and highly motivated individual to join our team as a Program Consultant with written and oral fluency in the Korean language. This consultancy position will support our transitional justice programs. While legal expertise is not required, a strong academic background in international relations, government, or politics, coupled with a keen interest in human rights and transitional justice, is essential for this role.

Reporting Relationships

This position reports to the Deputy Executive Director. The consultant also supports and collaborates with the Executive Director, program, fiscal, and administrative staff.

Primary Responsibilities

- Facilitate communication with CJA's partners, including by providing interpretation and translation services during meetings, workshops, and other program activities, to help ensure understanding between Korean-speaking participants and English-speaking staff.
- Assist Korean-speaking partners in navigating US government regulations, grant obligations, and other processes, providing linguistic and cultural support as needed.
- Assist in the preparation of bilingual materials, documents, and reports by translating content from Korean to English and vice versa.
- Support administrative tasks such as scheduling meetings, drafting correspondence, and managing project documentation, as needed.
- Serve as a cultural and linguistic bridge between CJA and local partners, stakeholders, and community members, fostering effective communication and understanding.
- Assist in managing language-related logistics.
- Collaborate closely with program staff to ensure that language considerations are integrated into program planning and implementation effectively.

Professional Qualifications

- Bachelor's degree in international relations, government, politics, or a related field.
- Fluency in spoken and written Korean is essential, with proficiency in English.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and deadlines effectively.



- Flexibility to work irregular hours to accommodate different time zones, possible travel required.
- Excellent cross-cultural communication skills.
- Thrives as part of a team with diverse experience, expertise, and skills.
- Commitment to CJA's mission.

Preferred Experience

- Advanced degree.
- Experience working overseas and/or with an NGO.

Remuneration and benefits

The Consultant will invoice the Center for Justice & Accountability (CJA) monthly based on the hours worked on the project at an agreed-upon hourly rate. The hourly rate will be commensurate with the Consultant's qualifications, experience, and the prevailing rates for similar consultancy positions within the field.

Benefits such as health insurance, retirement plans, or paid time off are not provided as part of this consultancy position. However, the Consultant will have the opportunity to work with a dynamic team dedicated to advancing human rights and transitional justice globally. Additionally, the Consultant will gain valuable experience in the field, exposure to international networks, and the satisfaction of contributing to meaningful and impactful work.

As an independent contractor, the Consultant will be responsible for managing their own taxes, insurance, and other financial matters related to their consultancy with CJA.

CJA is committed to providing a fair and competitive compensation package reflective of the Consultant's skills and contributions to the organization's mission. The specific terms of compensation will be outlined in the consultancy agreement between the Consultant and CJA.

Contract Duration: This is a temporary consultancy position for the duration of the current grant, which runs until September 2025, with possibility of extension.

How to Apply

Please submit a cover letter, resume and three professional references and a short writing sample in Korean and English by e-mail to jobs@cja.org.

Please reference "Attn: Program Consultant-Korea" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. We thank all applicants for their interest, but only short-listed candidates will be contacted.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.