



North Carolina Commission of Inquiry on Torture
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919-480-1048

Job Description: Executive Director of the NC Commission of Inquiry on Torture

Title: Executive Director

Type: Fulltime

Duration: 12-18 months

Salary: \$60,000/yr plus benefits (negotiable)

Start Date: 09/01/16

Reports to: The Board of the NCCIT

Summary: The North Carolina Commission of Inquiry on Torture seeks a full-time Executive Director for its project on North Carolina's role in the U.S. torture program.

Organizational Description: Following the attacks on September 11, 2001, the United States government unleashed a program of systematic disappearance and torture run by the CIA and called Rendition, Detention, & Interrogation (RDI). Worldwide, hundreds of people were targeted, detained, secretly transferred to black sites or third-country prisons, and tortured, in some cases to death. The CIA affiliate Aero Contractors played a central role in aviation for the program. Aero Contractors is based at the Johnston County Airport and for several years also operated out of the Kinston Global TransPark, both funded by the State of North Carolina.

The North Carolina Commission of Inquiry on Torture is a 501(c)3 organization founded in 2014 following 10 years of public education and unsuccessful attempts at convincing government officials at all levels to investigate and prohibit torture-related aviation. The North Carolina Commission of Inquiry will be one of the first citizen-led truth commissions on this issue. The Commission will be a blue-ribbon panel of leaders from a variety of backgrounds and political affiliations that investigates North Carolina's involvement in the U.S. torture program and its resulting obligations under international treaties and domestic law. Commission staff will prepare briefing materials based on media accounts, reports by human rights organizations, the Senate "torture report," flight logs, and other documentation. The Commission will hold a public hearing featuring testimonies of expert witnesses, including survivors, on the RDI program and North Carolina's role. It will then publish a report including findings and recommendations to local, state, and federal government officials.

The NCCIT will serve as a model for other efforts, and will help create momentum for full official transparency and accountability for the U.S. torture program. The NCCIT is seeking a leader for this historic experiment.

Duties and Responsibilities:

The ED will work as part of a team that includes Board and Advisory Board members and consultants. The general tasks are:

Administration/Coordination

- Help identify and confirm Commissioners, and develop a Memorandum of Understanding which lays out the mission, tasks, and operations of the Commission
- Organize logistics for the public hearings to include the location, travel plans for Commissioners and witnesses, agenda, AV set-up, teleconferencing for witnesses, meals for participants, and scheduled testimonies
- Coordinate with the Commissioners to brief them prior to the hearings, and follow up afterwards to gather and edit their findings
- Work with Commissioners, Board and team to prepare, edit, and publish the final report
- Lead and coordinate a small team of volunteers and part-time consultants
- Work with PR professional to create press releases, articles, social media announcements and stories around the Commission
- Attend regular Board meetings to report progress and discuss issues

Research

- Compile documentation on the use of NC facilities for rendition missions, the nature and effects of those missions, official responses to documentation and calls for investigation, and relevant norms and laws. Work with experts, survivors, and public officials to gather existing information and assemble briefing materials for Commissioners and the media.

Networking & Communication

- Speak publicly on behalf of the Commission at press conferences and interviews
- Conduct outreach to partner organizations
- As part of a team, raise funds by reaching out to individual donors, applying for grants, etc.

Requirements:

- A deep understanding of the issue and passion for human rights
- Skills in leadership and coordinating groups
- Experience working with individuals of diverse cultural, religious, and political backgrounds
- Outstanding written and oral communication skills; public speaking experience
- Must be based in North Carolina, have own transportation, and be willing to travel to meet with partners and conduct outreach

Preferred:

- Professional or volunteer experience with the issue of torture
- Experience in research
- Experience with fundraising
- Experience with social media and public relations
- Advanced degree in political science, human rights, or equivalent
- Prior experience working with a truth commission
- Experience managing a non-profit organization

To apply, please send a letter describing your interest and background, and C.V. with three references, to info@nccit.org. For more information, visit www.nccit.org or call us at 919-480-1048.