

Immediate Opening

IJDH Part-Time Communications Assistant Position

The Institute for Justice & Democracy in Haiti (IJDH), and its Haiti-based affiliate, the Bureau des Avocats Internationaux (BAI), have 14 years of demonstrated success enforcing Haitians' human rights, in Haiti and abroad. We are working tirelessly for just treatment of Haitians in the U.S. and advocating for a human-rights based approach to earthquake response.

Project Description

We seek a part-time Communications Intern to assist us as we work on increasing our communications capacity in order to make our work more efficient and effective: launching a new website and transitioning to an online donor and fundraising management service. Given our small office and high volume of work, interns are given a high degree of responsibility from the start. Accordingly, interns must be highly motivated and responsible.

Qualifications

- Strong preference for those located in the SF Bay Area to work out of our local headquarters;
- Availability of 7-10 hours/week;
- Access to a portable computer;
- Superb attention to detail;
- Proficiency in standard computer applications, wordpress a plus;
- High level of initiative and motivation; and
- Ability to protect the confidentiality of our work and our communications;

Funding

Although we are unable to offer stipends for interns, we will be able to work with students to obtain school credit, if available, and cover transportation costs, if necessary.

Application Procedure

Those interested in the position of Communications Intern should submit a cover letter, resume, and contact information for two references at least one of who is familiar with the applicant's abilities and work ethic. Please send all application materials to: blaine@ijdh.org and include "Administrative Intern Application Spring 2010" in the subject line.

Contact Information

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