



Institute for Justice & Democracy in Haiti  
Bureau des Avocats Internationaux

## Institute for Justice & Democracy in Haiti 2010-2011 Internship Opening: Development & Administrative Intern

### About Us:

The Institute for Justice & Democracy in Haiti (IJDH) is a 501(c)3 nonprofit that fights for the human rights of Haiti's poor. Along with our partner organization in Haiti, the *Bureau des Avocats Internationaux*, we represent victims of injustice, including earthquake victims, survivors of gender-based violence, the unjustly imprisoned, and victims of political persecution. IJDH coordinates grassroots advocacy in Haiti and the US, trains human rights advocates in Haiti, and disseminates human rights information worldwide.

IJDH has an opening for a tech-savvy intern to join our development and administrative team as soon as possible. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and in development and financial strategizing for small nonprofits.

### Responsibilities:

- Assist Director of Development with daily administrative tasks, including entering information into donor database eTapestry and Quickbooks accounting software.
- Research prospective foundations and donors.
- Keep accurate record of grant proposal deadlines, donor and organizational contact information, income and expenses.
- Help write grant proposals and letters of inquiry to potential funders.
- Put together articles and graphics for annual appeal and annual report.
- Send out acknowledgement letters to donors.
- Help develop donor thank you system.
- Promote actions, events, speaking engagements, and fundraisers.
- Help with tabling events around Boston to gain volunteers and attention to IJDH work.
- Assist Director of Development in organizing 2011-2012 Development and Communications plan, including instituting management system to oversee all fundraising work.
- Implement new IJDH branding strategy into future publications and materials.
- Work to identify local printers, banks, and partnerships in the Boston area.
- Research effective software for file-sharing, mission statement objectives, and communications outreach strategies for small nonprofits.
- Help design and implement winter national grassroots fundraising project.

### Qualifications:

- Interest in Haiti and human rights advocacy.
- An ethic of team work.
- Strong Internet research skills.
- Excellent attention to detail.
- Access to a computer.
- Excellent self-management, organizational, and multitasking skills.
- High level of initiative and motivation.
- Ability to come into Boston office a minimum of 2 days per week for 4 months or more.
- Accounting experience and familiarity with QuickBooks a plus.

This is an unpaid position, but will give chosen intern significant training in nonprofit administration, development, and communication. We are able to work with students to obtain school credit, if available. Applicants must commit to working a minimum of 15 hours per week at our new office in Boston. Strong preference for a candidate willing to commit to more than minimum time requirement. Schedule is flexible.

### How to Apply:

To apply, please submit a cover letter and resume to Andrea Jamison at [andrea@jjdh.org](mailto:andrea@jjdh.org) and include "Development and Administrative Intern Application 2010-2011" in the subject line.