



Institute for Justice & Democracy in Haiti

Fighting for the human rights of Haiti's poor

Job Announcement: Administrative Assistant (FT)

Boston, MA

About Us

The Institute for Justice & Democracy in Haiti (IJDH) is a nonprofit organization that fights for the human rights of people who are poor in Haiti. With our partner organization in Haiti, the *Bureau des Avocats Internationaux* (BAI), we have 17 years of demonstrated success enforcing Haitians' human rights in Haiti and abroad. We represent victims of injustice and work for a more just U.S. policy towards Haiti and Haitians everywhere. Our work is collaborative in nature, maximizing resources and specialized talent. We work closely with a wide array of partners on all aspects of our work including, legal, advocacy, media, academic, and healthcare organizations in Haiti and abroad.

Job Description

The Administrative Assistant will report to the Development and Communications Manager and the Executive Director. It will support fundraising, communications and operations by maintaining office systems and assisting with all aspects of organizational development. The position will include the option of training to move up to advocacy, fundraising and communications positions as the organization grows.

The Administrative Assistant will be responsible for the following tasks:

- Keep accurate records of donor and grant information and reporting.
- Distribute press releases and manage media contact database.
- Update our webpage and social media.
- Keep accurate record of donor and organizational contact information.
- Generate appropriate acknowledgements for donors and grantees.
- Process all incoming donations and grant awards.
- Coordinate mailings and updates for our supporters.
- Track expenses, reimbursements and bills.
- Manage office supply inventory.
- Help with promoting events around Boston to recruit volunteers and promote visibility for the organization.
- Support IJDH staff on any additional task as requested.

Qualifications

- Bachelor's degree in related field.
- Excellent written and verbal communication skills.
- Ability to thrive in a fast-paced, intense work environment.
- Strong organizational and time-management skills.
- High level of initiative and motivation.
- Strong internet research skills.
- Proficiency in Microsoft Suite and knowledge of eTapestry, Quickbooks, Vocus, WordPress, and Dropbox preferred.

- Experience with constituent database, grant research and writing, accounting, and/or donor tracking is strongly preferred.
- Interest in growing with the organization.
- Preference will be given to candidates with a passion for and knowledge of Haitian history, politics and culture.
- Fluency in Haitian Creole or French a plus.

Compensation

Competitive non-profit base salary, based upon experience.

Application Procedure

Applications will be accepted and reviewed on a rolling basis until May 20, 2012. Please submit a cover letter, resume, and contact information for three references. Please send all application materials to Hannah@ijdh.org and include "Administrative Assistant" in the subject line. The start date is June, 2012.