



Institute for Justice & Democracy in Haiti
Fighting for the human rights of Haiti's poor

Institute for Justice & Democracy in Haiti (IJDH)

Development and Administration

Intern or Volunteer

Academic Credit Optional

Part-Time and Full-Time Positions Available

About Us:

The Institute for Justice & Democracy in Haiti (IJDH) is a 501(c) 3 nonprofit that fights for the human rights of Haitians who have few or no resources to advocate for themselves. Along with our partner organization in Haiti, the *Bureau des Avocats Internationaux* (BAI), we represent women and girls who survive gender-based violence, the unjustly imprisoned, victims of political persecution and families displaced by the earthquake seeking safer and permanent shelter. IJDH coordinates grassroots advocacy in Haiti and the US, trains human rights advocates in Haiti, and disseminates human rights information worldwide.

IJDH seeks interns or volunteers to join our development and administrative team. This position is ideal for an undergraduate or graduate student interested in global human rights advocacy and in the administration and funding of 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 records of 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;
and
- Research effective software for file-sharing, mission statement objectives, and communications outreach strategies for small nonprofits and work with Director of Development to implement them at IJDH.

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.

Details:

Interns and volunteers at IJDH are unpaid but this position will provide significant training and experience in nonprofit administration, development, and communication. IJDH will also work with student applicants who elect to obtain credit. Both part-time and full-time positions are available. Part-time interns commit to a minimum schedule of 15 hrs. per week. Strong preference for a full-time candidate willing to commit to more than 3 months.

How to Apply:

666 Dorchester Avenue | South Boston, MA 02127 | (617) 652-0876 | info@ijdh.org | <http://ijdh.org>

To apply, please submit a **cover letter, resume, and contact information for two references** to Volunteer Coordinator at volunteercoordinator@ijdh.org and include "Development and Administrative Application Fall 2011" in the subject line.