



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

## **Institute for Justice & Democracy in Haiti (IJDH)**

### **Web Design**

### **Intern or Volunteer**

### **Academic Credit Optional**

### **Part-Time and Full-Time Position 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 has an opening for a tech-savvy intern or volunteer to join our communications team. The position is ideal for an undergraduate or graduate student with web design and programming skills who are also interested in global human rights advocacy and nonprofit online media.

#### **Responsibilities:**

- Maintain and help redesign our website using the WordPress content management system;
- Organize and update information, press releases, reports and news articles on our website (previous knowledge of how to create catlists and pages a plus);
- Monitor and research best practices of similar nonprofit organizations on websites;

- Contribute ideas for IJDH's strategic development as it relates to website layout and performance;
- Utilize Google AdWords and Amazon Associates to increase search results for IJDH on internet;
- Work with business professionals in doing a thorough critique of site's current strengths and weaknesses using Google Analytics data;
- Using results on website critique our web design volunteer will help change the website layout so important information is more easily found for users; and
- Web design volunteer will also need the skills necessary to improve website's navigation to increase frequency and length of website usage;

## Qualifications:

- Previous web-design, maintenance and programming skills;
- Experience with WordPress or similar content management systems;
- Interest in Haiti and human rights advocacy;
- Hard-worker and work well in team;
- Strong familiarity with online social media and web strategies and trends;
- Excellent attention to detail;
- Access to a computer;
- Excellent self-management, organizational, and multitasking skills;
- High level of initiation and motivation;
- Instinctive understanding of how social media can support collaborative work.

## Details:

This is an unpaid position that can be done remotely or at IJDH in South Boston and can start anytime. Depending on the time constraints of our strongest applicants, position may be short-term or long-term. All applicants must have web design and programming skills to implement proposed changes. Applicants interested in the strategic process behind choosing proposed changes are encouraged to apply. We are able to work with students to obtain school credit. Strong preference for a candidate located in the Boston area.

## How to Apply:

To apply, please submit a **cover letter, resume, and contact information for two references and links to samples from work on previous websites** to Volunteer Coordinator at [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include "Web Design Application 2011" in the subject line.

