



# **Institute for Justice & Democracy in Haiti**

*Fighting for the human rights of Haiti's poor*

## **Institute for Justice and Democracy in Haiti**

### **Internship Opening**

### **Development and Administrative Assistant**

### **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 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 seeks interns or volunteers to join our development and administrative team. 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; and
- Research effective software for file-sharing, mission statement objectives, and communications outreach strategies for small nonprofits.

## **Qualifications:**

- Interest in Haiti and human rights advocacy;
- Excellent self-management, organizational, multitasking skills, and attention to detail;
- A teamwork ethic;
- Strong Internet research skills and access to a computer;
- High level of initiative and motivation.
- Ability to come into Boston office a minimum of 2 days per week.
- Donor database experience, grant research and writing, accounting, and/or donor tracking experience is strongly preferred.

## **Details:**

Interns and volunteers at IJDH are unpaid but this position but will provide significant training in nonprofit administration, development, and communication. IJDH will also work with student applicants who elect to obtain school credit. Both part-time and full-time positions are available. Part-time interns commit to a minimum schedule of 20 hours per week, working at least 2 days of the week out of the Boston office. Strong preference for full-time candidate willing to commit to more than 4 months.

## **How to Apply:**

To apply, please submit a cover letter and resume to Volunteer Coordinator at [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include “Development and Administrative Application 2012” in the subject line.

Start Date: 01/03/2012

Application Deadline: 12/26/2012