

Position: Volunteer Coordinator
Start Date: Immediate Opening
Application Deadline: Rolling Basis
About Us:

The Institute for Justice & Democracy in Haiti (IJDH) is a 501(c) (3) nonprofit that fights to enforce the full range of human rights for the majority of Haitians who are poor. 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 U.S., trains human rights advocates in Haiti, and disseminates human rights information worldwide.

As a small organization fighting large battles, IJDH relies heavily on interns and volunteers for our advocacy efforts to reach their full effect. We are seeking an organized, resourceful, people-oriented individual to be responsible for coordinating our volunteers and interns. The position is ideal for someone with a background in Human Resources now looking to volunteer, or for a student with a major in a related field and looking for HR experience.

Details:

This is an unpaid position but will provide an experienced human resources professional with an opportunity to donate expertise and grow this position within our organization. This position also offers interns significant training in nonprofit volunteer coordination. We are able to work with students to obtain school credit, if available.

An experienced volunteer must commit to working a minimum of 30 hours/week and may enjoy a flexible schedule and work remotely and in the office for 1-2 days per week. Interns should plan to work in the office for a minimum of 15 hours/week. A minimum of 3 months is required with the possibility of extension.

How to Apply:

To apply, please submit a cover letter, resume, and a writing sample to Volunteer Coordinator at volunteercoordinator@ijdh.org and include "Volunteer Coordinator Position 2012" in the subject line.

Requirements:

- Interest in Human Resources and working in the non-profit sector;
- Interest in Haiti and human rights advocacy;
- Excellent writing skills and interpersonal skills;
- An ethic of team work;
- Strong computer skills and access to a computer;
- Excellent self-management, organizational, multitasking skills, and attention to detail;
- High level of initiative and motivation;
- Experience with Microsoft Word and Excel required;
- Experience with eTapestry or other online volunteer databases preferred;
- Commitment to work at least 30 hours per week (15 hours can be worked remotely);

Responsibilities:

- Work primarily with the Director of IJDH and the Development and Communications Manager to identify, plan and advertise positions needed in Boston and Haiti, and virtual positions;

- Edit existing and develop new job descriptions for volunteer and internship positions as needed;
- Post positions on IJDH's website and other on-line sites (internships.com and idealist.org) and research new resources to recruit more long-term volunteers;
- Respond to all volunteer and internship inquiries and enter and track progress of applicants using Excel spreadsheet;
- Continue development and management of new volunteer database with project-tracking capabilities;
- Code and organize interested volunteers and interns in online database for later outreach;
- Research and suggest other volunteer - project tracking software used by nonprofits of similar size;
- Work with staff to review resumes and writing samples of applicants and schedule interviews with necessary personnel;
- Prepare and send acceptance letters and stay in communication with applicants until their start date and corresponding staff supervision begins;
- Research and suggest ways to develop human resources best practices. This may include drafting and developing a handbook and establishing a protocol for handling staff and volunteer issues and concerns, performance evaluations, and exit interviews; and
- Attend local career fairs to promote volunteering and internships.