



Institute for Justice & Democracy in Haiti *Bureau des Avocats Internationaux*

IJDH Development & Communications Intern 2013

About Us

The Institute for Justice & Democracy in Haiti (IJDH) and its Haiti-based affiliate, the Bureau des Avocats Internationaux (BAI), have over 17 years of demonstrated success enforcing Haitians' human rights, in Haiti and abroad. We work in four areas: 1) impact litigation that opens the doors of Haitian, international and U.S. courts to precedent-setting human rights cases; 2) documentation that provides public officials, human rights advocates and grassroots activists the reliable information they need to speak up for human rights in Haiti; 3) transnational grassroots advocacy that compels governments and powerful institutions in Haiti and abroad to respect Haitians' human rights; and 4) systemic capacity building that develops a corps of Haitian human rights lawyers and advocates trained to fight for sustainable change in their country.

The organizations' successes include spearheading the Raboteau Massacre trial, considered Haiti's most successful complex litigation, and *Yvon Neptune v. Haiti*, one of the most important human rights cases in the Americas and the first Haiti case to be decided by the Inter-American Court of Human Rights, and four precedent-setting rape cases in 2012. The New York Times called the BAI's Mario Joseph "Haiti's most prominent human rights lawyer."

Position Description

IJDH seeks two interns to join our development and communications team from January to May 2013 (with potential to extend). The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and in development for small nonprofits. Interns and volunteers at IJDH are unpaid but this position but will provide significant experience and training in nonprofit administration, development (raising money), and communications. IJDH will also work with student applicants who elect to obtain school credit. Part-time interns commit to a minimum schedule of 20-30 hours per week, working at least 2 days of the week out of the Boston office and remotely for the remainder of the week (IJDH is flexible and will work with class schedules). A minimum of 4-6 months is required with the possibility of extension; applicants that are willing to commit to 4+ months are preferred.

Responsibilities

- Assist the Development and Communications Manager with daily development and communications tasks;
- Research prospective foundations and donors;
- Keep accurate record of grant proposal deadlines, donor and organizational contact information,;
- Help write grant proposals and letters of inquiry to potential supporters;

- Help write reports on programs and expenses of IJDH projects;
- Put together articles and graphics for various fundraising materials;
- Assist the administrator send out acknowledgment letters to donors;
- Help with events around Boston to gain volunteers and attention to IJDH work;
- Monitor and update IJDH social media accounts (Facebook, Twitter, Change.org etc.);
- Help expand IJDH's presence on Wikipedia, Facebook, Twitter, YouTube, LinkedIn, Change.org, Idealist.org, Flickr, Guidestar, and other sites by writing Tweets, Facebook posts, and more;
- Promote actions alerts, events, speaking engagements, and fundraisers through frequent emails to IJDH supporters;
- Use eTapestry (donor database technology) to track click-through and open-rates of blast emails that can be used to make improvements;
- Use Hootesuite, social media technology, to track Facebook and Twitter postings success rates and make improvements as needed; and
- Post daily news items and reports to the website.

Qualifications

- Interest in Haiti and human rights advocacy
- Very strong writing skills
- Excellent time-management, organizational, multitasking skills, and attention to detail
- Ability to work under minimal supervision
- A teamwork ethic
- Strong familiarity with online social media strategies and trends (or enthusiasm for social media as tools to create positive change) and access to a computer
- High level of self-initiative and self-motivation
- Donor database experience, grant research and writing, accounting, and/or donor tracking experience is preferred
- Web-design and programming skills are a plus

To Apply

To apply, please submit a cover letter, resume, and a short writing sample (1-2 pages) to Amy Fealy at volunteercoordinator@ijdh.org and include "Development & Communications Intern Spring 2013" in the subject line.