



## IJDH Development & Communications Intern 2014:

### About Us

The Institute for Justice & Democracy in Haiti (IJDH) is the US affiliate of the Haiti-based Bureau des Avocats Internationaux (BAI), which has 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.

### Position Description

IJDH seeks part-time and full-time Development & Communications interns to join our team for a minimum 3-month commitment (with potential to extend). The positions are ideal for undergraduate or graduate students, recent graduates or professionals in transition interested in social justice and human rights, fundraising, communications, and office administration for small nonprofits.

Interns and volunteers at IJDH are unpaid, but this position will provide excellent experience and training in many aspects of the functioning of a nonprofit. IJDH will also work with student applicants who elect to obtain school credit. Part-time interns commit to 15-30 hours per week, working at least 2 days of the week out of the Boston office and remotely for any additional hours (IJDH is flexible and will work with class schedules). Full-time interns would work in the office 30-40 hours/week. Applicants that are willing to commit to 4+ months are preferred. The focus of the internship will vary (administrative, grant-writing, research, legal work, fundraising, communications) depending on intern skills and interests and IJDH staff needs.

### Responsibilities

Assist IJDH's 5-person staff with various tasks, including;

- 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 IJDH programs and financial reports;
- Compile articles for fundraising materials;
- Organize financial data into charts and graphs;
- Post daily news items and reports to the website;



- Translate articles and Tweets to/from French, Kreyol and English
- Input and manage data in the eTapestry donor database;
- Send out acknowledgement letters to donors;
- Make bank deposits;
- Help with events around Boston to engage volunteers and bring attention to IJDH work;
- Monitor and update IJDH social media accounts (Facebook, Twitter, Change.org, etc);
- Help expand IJDH's presence on Facebook, Twitter, YouTube, LinkedIn, Change.org, Idealist.org, Flickr, Guidestar, and other sites by writing Tweets, Facebook posts, and more;
- Help prepare mass e-mails to IJDH supporters to promote actions alerts, events, speaking engagements, and fundraisers;

## Qualifications

- Interest in Haiti and social justice
- Very strong writing and interpersonal skills
- Excellent time-management, organizational and multitasking skills, and attention to detail
- Ability to work under minimal supervision and manage a high level of responsibility and independent work
- A teamwork ethic
- High level of self-initiative and self-motivation
- Kreyol and/or French fluency is a plus
- Donor database, WordPress and Microsoft Office experience is a plus
- Experience with websites and social media is a plus for interns interested in communications

## To Apply

To apply, please submit a resume with a cover letter describing how your skills, experience and interests would make you a great IJDH intern to Andrew Chatzky at [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include “ Development & Communications Intern 2014” in the subject line, or send to IJDH, 666 Dorchester Ave, Boston, MA 02127, Attn: Andrew Chatzky. For more information on IJDH, please go to <http://www.ijdh.org>.