



## Communications & Development Intern

### 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 19 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 Overview

IJDH seeks part-time 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 the position provides 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).

All interns may be asked to support multiple projects as needed. Interns are also welcome to suggest and implement projects they consider helpful IF other tasks are completed.



## Responsibilities may include:

- Research on prospective foundations and donors and on articles for the website;
- Translation of articles, Tweets, documents, videos to/from Kreyol, French, and English;
- Communications:
  - Assistance with IJDH's social media presence, including excerpting articles for the website and Tweets; scheduling Tweets;
  - Assistance preparing mass e-mails to supporters to promote action alerts and events;
  - Assistance with grant proposals and reports, primarily cutting and pasting from prior documents;
  - Graphic design and layout of brochures and reports;
- Administrative tasks:
  - Assistance with financial data, including organizing receipts; some data entry, some organization into charts and graphs;
  - Record-keeping of grant proposal deadlines and donor contact information;
  - Some donor data entry and acknowledgement emails;
- Other projects as assigned.

## Qualifications

- Ability to write clearly and concisely
- Persistence in research and ability to problem-solve
- Ability to take direction
- Proficiency in Kreyol and/or French a plus
- Attention to detail
- Strong interpersonal skills
- Excellent time-management, organizational and multitasking skills
- High level of initiative and motivation; ability to work under limited supervision
- Experience with graphic design and layout is helpful
- Experience with data entry is helpful
- A teamwork ethic
- Interest in Haiti and social justice

## To Apply

To apply, please email [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) with your resume and a cover letter explaining your qualifications, describing your skills, experience, and interests, and indicating how many hours/week you can contribute.