



IJDH Volunteer Coordinator Intern 2015

About Us

The Institute for Justice & Democracy in Haiti (IJDH) is the U.S. 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 Description

IJDH seeks an intern to join our team as a Volunteer Coordinator for a 6 month commitment minimum (with potential to extend), beginning in September 2015. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy, project coordination and in human resources for small nonprofits. Interns and volunteers at IJDH are unpaid but this position will provide significant experience and training in nonprofit administration, volunteer and intern coordination, 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). Applicants that are willing to commit to more than six months are preferred.

Responsibilities

- Work primarily with the Operations Manager to identify, plan, advertise and fill intern and other volunteer positions in Boston;
- Post positions on university and other career sites (i.e., Idealist.org), and research new resources to recruit more long-term volunteers;
- Work with staff to review resumes and writing samples of applicants and hold interviews;
- Research and implement new ways to improve volunteer engagement and coordination;
- Work with Administrative Assistant to keep database up-to-date on volunteers' availability, interests, and responsiveness;
- Welcome new volunteers, recruit volunteers for staff projects, and acknowledge volunteers for their efforts;
- Promote volunteering opportunities, events, speaking engagements, and fundraisers through emails to IJDH supporters;

- Assist with development and communications tasks, such as social media posting, updating the donor database, and planning major events and fundraisers when time allows;
- And assist staff with general tasks as instructed when time allows.

Qualifications

- Interest in Haiti and human rights advocacy
- Very strong writing and interpersonal skills
- Excellent time-management, organizational, 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
- Willingness to check email regularly to respond to staff members' needs for volunteers
- Experience in training others or coordinating projects is preferred
- Experience with communications and social media is preferred
- Kreyol and/or French fluency is a plus
- Interest in Human Resources a plus
- Donor database and/or WordPress experience a plus

To Apply

To apply, please submit a cover letter, resume, and a short writing sample (1-2 pages) to Laurie Millman at volunteercoordinator@ijdh.org and include "Volunteer Coordinator Intern 2015" in the subject line.