



## IJDH Volunteer Coordinator Intern 2016

### 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.

### Position Description

IJDH seeks an intern to join our team as Volunteer Coordinator for a 6-month commitment (with potential to extend), beginning as soon as possible. As a small organization fighting large battles, IJDH relies heavily on interns and volunteers for our advocacy efforts to reach their full effect. 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. 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. IJDH will also work with student applicants who elect to obtain school credit. Interns commit to a minimum schedule of 15 hours per week, working at least 1 day per week out of the Boston office and remotely for the remaining hours (IJDH is flexible and will work with class schedules).

### 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 volunteers;
- Work with staff to review applicant resumes 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;

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

## 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 responsibilities independently
- A teamwork ethic
- High level of self-initiative and self-motivation
- Willingness to check email daily to respond to staff members' needs for volunteers
- Experience in training others or coordinating projects is a plus
- Experience with communications and social media is a plus
- Kreyol and/or French fluency is a plus

## To Apply

To apply, please submit a cover letter, resumé and contact information for two references to [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include "Volunteer Coordinator Position 2016" in the subject line. Please apply by September 23, 2016.