



Communications Coordinator

About Us:

The Institute for Justice & Democracy in Haiti (IJDH) has successfully helped Haitians enforce their human rights since 2004. IJDH partners with the Haiti-based *Bureau des Avocats Internationaux* (BAI) to support grassroots struggles for justice in Haiti and in the powerful countries abroad where decisions about Haitians' rights are often made. IJDH and BAI combine traditional legal strategies with organizing, emerging technology and public advocacy to address the root causes of injustice and build stability and prosperity in Haiti.

We fight with high quality legal and communications work, but also with creativity, humility, inspiration and humor, and a supportive work culture. We effect broad changes with modest resources by nurturing large advocacy networks. Current work includes establishing United Nations accountability for cholera in Haiti, working for justice in cases of gender-based violence, keeping Haitian activists safe and training human rights advocates.

Position Description:

IJDH is hiring a Communications Coordinator to manage our advocacy on the internet, in the press and with our supporters. The Communications Coordinator will be a key member of IJDH's innovative 8-person team, based in our Boston office. We seek a dynamic individual with strong communication skills, a passion for justice and an appreciation for the power of advocacy to:

- Strategically manage IJDH's communications, through the IJDH website, social media, newsletters, press releases and email blasts;
- Coordinate with the IJDH (U.S.) and BAI (Haiti) teams to ensure effective production and dissemination of materials that amplify and multiply the impact of our work;
- Build connections with networks of allies and collaborators—in partner organizations, in communities, in the media—to strengthen IJDH's impact;
- Work with the Development Director and Executive Director to plan and coordinate fundraisers, such as the year-end appeal;
- Travel to Haiti, as needed, as much as once a quarter or as little as once every two years;
- Provide information internally for fundraising and grant reporting;
- Co-supervise interns and volunteers;
- As with everyone else on the IJDH team, pitch in wherever needed to advance human rights in Haiti.

Qualifications:

- A deep commitment to advocating for the human rights of Haitians, especially the majority who are impoverished;
- Strong initiative, organizational skills and attention to detail;
- Ability to write compellingly in English;
- Proficiency and/or background in spoken Haitian Kreyol required;

- Strong knowledge of Haitian culture preferred;
- Ability to work both collaboratively and independently;
- Bachelor's degree required;
- 1-2 years' work experience a plus;
- Experience with advocacy, including social media advocacy, a plus;
- Availability for occasional (not regular) evening or weekend work strongly preferred;
- Ability to read French or willingness to learn basic French strongly preferred; ability to write and speak French a bonus;
- Availability to travel to Haiti, if needed;
- HTML or other coding or website management experience a bonus;
- Experience with graphics and infographics a bonus.

Additional details:

This is a full-time 40 hour/week position with health care benefits and four weeks annual paid vacation, in addition to holidays and sick days. Note that occasional hours worked evenings or weekends could be subtracted from the regular workday schedule. As a small nonprofit, the financial compensation offered is modest. The position offers a terrific opportunity to learn from and contribute to a highly effective, compassionate, and supportive team doing cutting edge human rights and advocacy work.

How to Apply:

Please submit a resume with a cover letter describing how your skills, experience and interests make you a strong candidate for this position. E-mail these to IJDH Office Manager Valerie Dionne-Lanier at val@ijdh.org, with "Communications Coordinator" in the subject line.

Timeline:

Our goal is to have the new Coordinator begin by late April or early May, to facilitate training by the outgoing Coordinator. The position is open until filled.