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## **IJDH Development and Communications Internship, Spring 2018**

### **About Us**

IJDH has successfully helped Haitians enforce their human rights since 2004. The Institute partners with 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 instability and poverty in Haiti.

We fight for justice with routinely excellent legal 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.

IJDH is looking for **Development and Communications** interns to join its Boston office. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and in development and financial strategizing for small nonprofits.

### **Responsibilities:**

- Assist Director of Development when needed, including entering information into donor database, research prospective foundations and donors;
- Assist the Communications Manager with daily task, including posting on IJDH social platforms, summarizing and posting articles on the organization;
- Work with immigration and legal teams when needed;
- Put together articles and graphics for annual appeal and annual report;
- Promote actions, events, speaking engagements, and fundraisers;
- Help with tabling events around Boston to gain volunteers and attention to IJDH work;
- Implement new IJDH branding strategy into future publications and materials;

### **Qualifications:**

- Interest in Haiti and human rights advocacy;
- Very strong writing skills;
- Excellent self-management, organizational, multitasking skills, and attention to detail;
- A teamwork ethic;
- Strong Internet research skills and access to a computer;

- High level of initiative and motivation.
- Ability to come into Boston office a minimum of 2 days per week.
- Donor database experience, grant research and writing, accounting, and/or donor tracking experience is strongly preferred.

**Details:**

Interns and volunteers at IJDH are unpaid but this position but will provide significant training in nonprofit administration, development, and communication. IJDH will also work with student applicants who elect to obtain school credit. Both part-time and full-time positions are available. Part-time interns commit to a minimum schedule of 12-15 hours per week, working at least 2 days of the week out of the Boston office (some hours can done remotely).

**Apply Today:** Send a cover letter and résumé to Volunteer Coordinator at [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include “Development and Communications Spring 2018” in the subject line.

**Application Deadline:** 12/08/2017

**Start Date:** 01/08/2017