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IJDH Volunteer Coordinator Internship

- **Start Date: Immediate Opening**
- **Application Deadline: Rolling Basis**

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 a **Volunteer Coordinator** 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.

Description

This is a six-month unpaid position but will provide an experienced human resources professional with an opportunity to donate expertise and grow this position within our organization. This position will also offers the qualified candidate a significant training in non-profit volunteer coordination. We are able to work with students to obtain school credits, if available.

An experienced volunteer must commit to working a minimum of 20 hours/week and may enjoy a flexible schedule and work remotely and in the office for 1-2 days per week. He/she should plan to work in the office for a minimum of 15 hours/week. A minimum of 6 months is required with the possibility of extension.

Apply Today: Send your résumé and a cover letter and a writing sample to Volunteer Coordinator at <mailto:volunteercoordinator@ijdh.org> and include "Volunteer Coordinator Position 2017-2018" in the subject line.

Requirements:

- Interest in Human Resources and working in the non-profit sector;
- Interest in Haiti and human rights advocacy;
- Excellent writing skills and interpersonal skills;
- An ethic of team work;
- Strong computer skills and access to a computer;
- Excellent self-management, organizational, multitasking skills, and attention to detail;

- High level of initiative and motivation;
- Experience with Microsoft Word and Excel required;
- Commitment to work at least 30 hours per week (15 hours can be worked remotely);

Responsibilities:

- Work primarily with the Director of IJDH and the Development and Communications Manager to identify, plan and advertise positions needed in Boston and Haiti, and virtual positions;
- Edit existing and develop new job descriptions for volunteer and internship positions as needed;
- Post positions on IJDH's website and other on-line sites (internships.com and idealist.org) and research new resources to recruit more long-term volunteers;
- Respond to all volunteer and internship inquiries and enter and track progress of applicants using Excel spreadsheet;
- Organize interested volunteers and interns in online database for later outreach;
- Research and suggest other volunteer ;
- Work with staff to review resumes and writing samples of applicants and schedule interviews with necessary personnel;
- Prepare and send acceptance letters and stay in communication with applicants until their start date and corresponding staff supervision begins;
- Research and suggest ways to develop human resources best practices. This may include drafting and developing a handbook and establishing a protocol for handling staff and volunteer issues and concerns, performance evaluations, and exit interviews; and
- Attend local career fairs to promote volunteering and internships opportunities.