



About Us

The Institute for Justice & Democracy in Haiti (IJDH) is the US affiliate of the Haiti-based Bureau des Avocats Internationaux (BAI), which has over 17 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.

Intern Position Description

IJDH seeks part-time interns to join our team for a minimum 3-month commitment (with potential to expand). The positions are ideal for undergraduate or graduate students, recent graduates or professionals in transition interested in social justice and human rights, fundraising, communications, and office administration for small nonprofits.

Interns and volunteers at IJDH are unpaid, but the position provides excellent experience and training in many aspects of the functioning of a nonprofit. IJDH will also work with student applicants who elect to obtain school credit. Part-time interns commit to 15-30 hours per week, working at least 2 days of the week out of the Boston office and remotely for any additional hours (IJDH is flexible and will work with class schedules).

All interns may be asked to support multiple projects as needed. Interns are also welcome to suggest and implement projects they consider helpful IF other tasks are completed.



Administrative Intern I

Responsibilities

- Database entry
- Donor acknowledgement emails
- Other projects as needed

Qualifications

- Knowledge of Microsoft Office
- Knowledge of and experience with databases and data entry; familiarity with the database Sequel is helpful but not necessary
- Attention to detail; ability to focus
- Strong interpersonal skills
- Excellent time-management, organizational and multitasking skills
- High level of initiative and motivation; ability to work under minimal supervision
- A teamwork ethic
- Interest in Haiti and social justice

Administrative Intern II

Responsibilities

- translate articles, Tweets, documents, videos, etc. to/from Kreyol, French, English
- compile articles for fundraising and communications materials
- Assist with financial data; organize receipts; some data entry
- Organize financial data into charts and graphs
- Help prepare mass e-mails to IJDH supporters to promote action alerts, events, etc.
- Other projects as needed



Qualifications

- Fluency in Kreyol and/or French
- Experience with data entry
- Some knowledge of graphics
- Comfortable with numbers
- Attention to detail
- Strong writing skills
- Strong interpersonal skills
- Excellent time-management, organizational and multitasking skills
- High level of initiative and motivation; ability to work under minimal supervision
- A teamwork ethic
- Interest in Haiti and social justice

Development & Communications Intern

Responsibilities

- Assistance with grant proposals and reports, primarily involves cutting and pasting from prior documents
- Research prospective foundations and donors
- Keep accurate record of grant proposal deadlines, donor and organizational contact information
- Assist with IJDH's social media presence; includes excerpting articles for website, Tweets; scheduling Tweets
- Other projects as needed

Qualifications

- ability to write clearly and concisely
- ability to take direction
- proficiency in Kreyol and/or French
- Attention to detail
- Strong interpersonal skills
- Excellent time-management, organizational and multitasking skills
- High level of initiative and motivation; ability to work under minimal supervision
- A teamwork ethic
- Interest in Haiti and social justice

To Apply

To apply, please email Laurie Millman at volunteercoordinator@ijdh.org with your resume and a cover letter explaining which internship you think you are qualified for, and describing how your skills, experience, and interests qualify you.

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