



## IJDH Volunteer Coordinator Intern 2013

### About Us

The Institute for Justice & Democracy in Haiti (IJDH) is the 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.

The organizations' successes include spearheading the Raboteau Massacre trial, considered Haiti's most successful complex litigation, and *Yvon Neptune v. Haiti*, one of the most important human rights cases in the Americas and the first Haiti case to be decided by the Inter-American Court of Human Rights, and four precedent-setting rape cases in 2012. The New York Times called the BAI's Mario Joseph "Haiti's most prominent human rights lawyer."

### Position Description

IJDH seeks an intern to join our team as a Volunteer Coordinator for a 6 month commitment minimum (with potential to extend), beginning in May 2013. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy, project coordination and in human resources for small nonprofits. 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. IJDH will also work with student applicants who elect to obtain school credit. Part-time interns commit to a minimum schedule of 20-30 hours per week, working at least 2 days of the week out of the Boston office and remotely for the remainder of the week (IJDH is flexible and will work with class schedules). A minimum of 6 months is required with the possibility of extension; applicants that are willing to commit to 6+ months are preferred.

### Responsibilities

- Work primarily with the Director of IJDH and the Development and Operations Manager to identify, plan and advertise volunteer positions in Boston and remotely;
- Post positions on IJDH's website and other career sites (internships.com and idealist.org) and research new resources to recruit more long-term volunteers;
- Work with staff to review resumes and writing samples of applicants and hold interviews with necessary personnel;



- Research and implement new ways to improve volunteer engagement and coordination;
- Continue development and management of new volunteer database with project-tracking capabilities;
- Create, manage and recruit for new and ongoing volunteer projects;
- Prepare for and work events, including local career fairs and college events, around Boston to gain volunteers and attention to IJDH work;
- Promote volunteering opportunities, events, speaking engagements, and fundraisers through emails to IJDH supporters and social media outreach;
- Assist with development and communications tasks, such as social media posting, updating eTapestry (donor database), and planning major events and fundraisers;
- And assist the Development and Operations Manager with general tasks as instructed.

## Qualifications

- Interest in Haiti and human rights advocacy
- Interest in Human Resources and working in the non-profit sector
- Very strong writing and interpersonal skills
- Excellent time-management, organizational, multitasking skills, and attention to detail
- Experience in training others or coordinating projects is preferred
- Ability to work under minimal supervision and manage a high level of responsibility and independent work
- A teamwork ethic
- High level of self-initiative and self-motivation
- Experience with communications and social media is preferred
- Donor database, WordPress and/or Microsoft Office experience is preferred
- Kreyol and/or French fluency is a plus

## To Apply

To apply, please submit a cover letter, resume, and a short writing sample (1-2 pages) to Amy Fealy at [volunteercoordinator@ijdh.org](mailto:volunteercoordinator@ijdh.org) and include “Volunteer Coordinator Intern 2013” in the subject line.