



Communications and Development Assistant

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 pride ourselves on utilizing excellent legal and communications work, but also creativity, humility, inspiration, humor and a supportive work culture to affect change. We bring about broad social change with modest resources by nurturing large advocacy networks. Current work includes securing United Nations accountability for cholera in Haiti, fighting for renewal of Temporary Protected Status (TPS) for Haitians in the U.S., working for justice in cases of gender-based violence, keeping Haitian activists safe and training human rights advocates.

Position Description:

IJDH seeks a Communications and Development Assistant to join our innovative 8-person team, to manage donor systems and provide communications, development and operations support for the office in Boston. We seek a dynamic, detail-oriented individual with strong communication skills, a passion for justice and an appreciation for the power of advocacy to:

- Oversee the donor database;
- Provide general office administrative support, including preparing presentations, booking staff travel, taking meeting notes and running office errands;
- Support communications, development and finance staff as needed. Tasks will vary and may include working on:
 - IJDH's social media advocacy and website, press releases and translations,
 - Fundraising appeals, grant reports and donor trend analysis,
 - Financial management, including the annual audit;
- Coordinate with and assist in management of IJDH interns and volunteers;
- Troubleshoot computer/tech issues;
- Outreach to the Haitian community in Massachusetts and beyond; and
- Like all IJDH team members, pitch in wherever needed to advance human rights in Haiti.

Qualifications:

- A deep commitment to the human rights of Haitians, especially the majority who are impoverished;
- Resourceful problem solver and eager learner who appreciates that well- and efficiently-done daily tasks build justice;
- Bachelor's degree required;
- Ability to write compellingly in English;

- Facility with numbers and spreadsheets or ability/willingness to learn;
- Ability to track and prioritize tasks delegated by numerous team members;
- Proficiency and/or background in spoken Haitian Kreyol strongly preferred;
- Strong knowledge of Haitian culture preferred;
- Ability to read French or willingness to learn basic French preferred; ability to write and speak French 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 build communications, financial, and donor development skills, and 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, via email, to [hiring@jjdh.org](mailto: hiring@jjdh.org) with “Communications and Development Assistant” in the subject line.

Timeline:

Please apply ASAP, as we aim to fill the position immediately (June 2017). Applications will be reviewed on a rolling basis (in batches).