



## **IJDH Development and Communications Internship Summer 2019**

### **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 legal work, but also with creativity, humility, inspiration and humor, and supportive work culture. We effect broad changes with modest resources by nurturing large advocacy networks.

IJDH is looking for Communications and Development interns to join its Boston office. The position is ideal for an undergraduate or graduate student interested in global human rights advocacy and development. Interns and volunteers at IJDH are unpaid, but IJDH is willing to work with student applicants looking to obtain school credit.

This position will provide significant training in nonprofit administration, development, and communication. Both part-time and full-time positions are available. Strong preference for a full-time candidate, part-time interns must commit to working equivalent of at least two full days per week out of the Boston office.

### **Responsibilities**

1. Provide daily support to the Communications Coordinator through the completion of tasks, including but not limited to the preparation of article summaries, the creation of graphics, the scheduling tweets and posts to all IJDH social media platforms;
2. Assist with Development tasks, which may include entering information into our donor database, researching prospective foundations and donors, and using Salsalabs software;
3. Help field incoming programmatic tasks in support of the IJDH legal team. This typically includes research, but may involve exciting advocacy such as calling members of Congress for support on congressional letters;
4. Promote all events, speaking engagements, and critical updates to IJDH work and human rights issues in Haiti.

### **Qualifications**

1. Resourceful problem solver, eager to learn, with a genuine interest in Haiti and human rights advocacy;
2. Excellent attention to detail, ability to multi-task, track and prioritize tasks delegated by numerous team members;
3. Highly motivated, dependable self-starter, able to be productive while working independently or collaborating as part of a widespread remote team;
4. Strong Internet research skills, ability to write compellingly in English;
5. Ability to come to Boston office minimum 2 days per week.

### **How to apply**

Send a cover letter and resume to Renee Metelus at [renee@ijdh.org](mailto:renee@ijdh.org) and include "Development and Communications Summer 2019" in the subject line.

**Application Deadline:** 05/24/2019