



## **IJDH Development and Communications Internship Spring 2020**

### **About Us**

The Institute for Justice & Democracy in Haiti (IJDH) is a non-profit organization that works to catalyze stability and prosperity for the vulnerable and marginalized in Haiti through the advancement of human rights and rule of law. Established in 2004 as the U.S. partner of the Haitian human rights legal organization, *Bureau des Avocats Internationaux* (BAI), IJDH supports grassroots struggles for justice in Haiti and in the powerful countries abroad where decisions about Haitians' rights are often made. Over the past 15 years, IJDH and BAI have advocated and litigated to advance accountability and recognition of human rights in Haiti, including landmark cases for transnational justice and cholera accountability. IJDH and BAI combine traditional legal strategies with organizing, public advocacy, and legal training to address the root causes of instability and poverty in Haiti. We fight for justice with legal work, but also with creativity, humility, inspiration, humor, and a supportive work culture. We effect broad changes with modest resources by nurturing large advocacy networks and creating systemic pathways to justice for marginalized communities.

IJDH is looking for Development and Communications 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 at least three days per week out of the Boston office.

### **Responsibilities**

- Provide daily support to the Communications Coordinator through the completion of tasks, including but not limited to updated the IJDH website, preparing article summaries, creating graphics for social media and the website, and writing and updating informational and promotional materials;
- Manage the organization's social media feeds and create content for over 11,000 followers on Twitter and over 3,000 followers on Facebook;
- Compile current Haitian news stories in relation to IJDH's work form reliable and human-rights based news sources;



- Assist with development tasks, which may include entering information into our donor database, researching prospective foundations and donors, and using Salsa Labs and other constituent relationship management software;
- 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;
- Promote all events, speaking engagements, and critical updates to IJDH work and human rights issues in Haiti.

### **Qualifications**

- Resourceful problem solver, eager to learn, with a genuine interest in Haiti and human rights advocacy;
- Excellent attention to detail, ability to multi-task, track and prioritize tasks delegated by numerous team members;
- Highly motivated, dependable self-starter, able to be productive while working independently or collaborating as part of a widespread remote team;
- Strong Internet research skills, ability to write compellingly in English;
- Ability to come to Boston office at minimum 3 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 Spring 2020

**Application Deadline:** 1/17/2020