



## Institute for Justice & Democracy in Haiti Fall 2020 Internship

### About Us

The Institute for Justice & Democracy in Haiti (IJDH) is a U.S.-based human rights non-profit organization. Since 2004, IJDH has worked to advance recognition and accountability for human rights in Haiti. In partnership with its Haiti-based sister organization *Bureau des Avocats Internationaux* (BAI), IJDH advocates, litigates, builds constituencies, and nurtures networks to create systemic pathways to justice for marginalized communities. Our work combines traditional legal strategies with organizing, public advocacy, and legal training. Over the past 15 years, IJDH and BAI have advocated and litigated to advance the full realization of human rights in Haiti, including landmark cases for transnational justice and cholera accountability.

### Position Overview

We are looking for remote fall interns to join our team. The position is ideal for an undergraduate or graduate student interested in human rights and global development. Interns and volunteers at IJDH are unpaid, but IJDH is willing to work with student applicants looking to obtain school credit. Strong preference for interns that can start mid-September and commit to at least 3 business days per week, although accommodations can be made for internship finalists with academic schedules that do not allow this frequency.

### Responsibilities

- Support the research, drafting, and production of advocacy and briefing materials on global human rights topics, with a focus on Haiti, including institutional actor and aid accountability, women's rights, legal empowerment, and access to justice;
- Conduct research and analysis, and draft content on latest developments regarding Haiti human rights issues for public advocacy and outreach;
- Support the Communications Coordinator on tasks that may include updating the IJDH website, preparing article summaries, creating content for social media and the website, and writing and updating informational and promotional materials;
- Assist with development (fundraising) tasks, such as entering information into our donor database, researching prospective foundations and donors, and using Salsa Labs and other constituent relationship management software;
- Support translation and proofreading, if applicable; and
- Other duties as assigned.

### Qualifications

- Exceptional verbal and written communication skills, including ability to synthesize and both clearly and concisely communicate information;
- Excellent attention to detail, ability to multitask, track and prioritize tasks;

- Highly motivated, dependable self-starter, able to be productive while working independently or collaborating as part of a remote team;
- A strategic thinker with strong analytical ability and research skills;
- Resourceful problem solver, eager to learn, with a genuine interest in human rights, global development, advocacy;
- Strong verbal and written skills in French and knowledge of Haitian Creole a plus; and
- Available to work at minimum 3 days per week starting in September (flexible).

### **How to apply:**

Send a cover letter and resume to [hiring@ijdh.org](mailto: hiring@ijdh.org) and include “IJDH Intern Fall 2020” in the subject line.

**Application Deadline:** Applications will be reviewed on a rolling basis.