



Institute for Justice & Democracy in Haiti

Fall 2023 Internship

Position Title: Intern
Start Date: August/September 2023
Location: Remote
Reports to: Operations Coordinator

About Us

The Institute for Justice and Democracy in Haiti (IJDH) is a U.S.-based human rights non-profit organization. Established in 2004, it is a partnership of human rights advocates in Haiti and the U.S., dedicated to tackling the root causes of injustice that impacts basic human rights in Haiti. In partnership with our Haiti-based sister organization, the law firm *Bureau des Avocats Internationaux* (BAI), we advocate, litigate, build constituencies, and nurture networks to create systemic pathways to justice for marginalized communities in Haiti.

Position Overview

IJDH is seeking remote interns to join our team. The position is ideal for an undergraduate or non-law 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 who can start in late August/early September and commit to at least 15 hours per week.

Responsibilities

Interns will work with and be supervised by the IJDH Operations Coordinator, and can expect to be asked to perform some or all of the following:

- 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;
- Provide support 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;
- Support translation and proofreading, if applicable;
- Other duties as assigned.

Qualifications

- Current undergraduate or non-law graduate student or recent graduate (if you are a law

- student or recent law graduate, please refer to our legal internship openings);
- 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, and advocacy;
 - Strong verbal and written skills in French and knowledge of Haitian Creole a plus; and
 - Available to work at minimum 15 hours per week strongly preferred.

Funding

This is an unpaid internship. Arrangements for academic credit can be explored.

Application Procedure

Students interested in the position of Fall Intern should submit a cover letter and resume as soon as possible. Please send application materials electronically in one PDF to [hiring@ijdh.org](mailto: hiring@ijdh.org) and include “Intern Fall 2023” in the subject line. Applications will be reviewed on a rolling basis until places are filled, so applicants are strongly encouraged to submit applications early.

IJDH is an equal opportunity/affirmative action employer. We value a workforce that includes people of all abilities, diverse backgrounds, and a range of perspectives, particularly those who have historically been marginalized or underrepresented. We encourage applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction, or any other characteristic protected by applicable law.