



JOB DESCRIPTION – DEVELOPMENT & COMMUNICATIONS INTERN

Advancing Girls' Education in Africa (AGE Africa) seeks a dynamic, self-starter to assist fundraising and communications efforts. The internship is an excellent opportunity to be an integral member of AGE Africa's staff, gaining experience in fundraising, international development, and the day-to-day operations of an international non-profit organization. The Development and Communications Intern will report to the Development Manager and will work closely with AGE Africa's U.S. and Malawi-based teams.

Internship Description and Educational Objectives:

The candidate will gain the following educational knowledge and training by the end of this internship:

- In-depth knowledge of the operations of an international non-profit
- Working knowledge of education for international development work
- Ability to tailor written content to a diverse set of audiences using a variety of formats
- Experience working independently and collaboratively with a team in a fast-paced environment
- Experience designing and implementing program campaigns

Responsibilities include (but are not limited to):

- Provide support for on-going development activities including prospect research and organization marketing campaigns
- Provide ongoing research and writing assistance
- Assist with planning the Ride for Malawi event (September 25, 2021)
- Take the lead on developing and managing social media campaigns
- Draft communications emails and develop and help manage marketing materials
- Occasionally attend events or activities for AGE Africa

A successful candidate:

- Has an interest in fundraising and communications
- Has a desire to learn more about social media campaigns
- Has excellent grammar, writing, and organizational skills
- Has demonstrated ability to coordinate logistics and implement action plans
- Can work independently and manage own deadlines

The ideal candidate will:

- Be interested in international development/education and/or non-profit administration
- Have prior experience with non-profits, working in sub-Saharan Africa
- Have an eye for design and knowledge of Canva and photo editing tools
- Have experience with donor databases, WordPress, Constant Contact, and/or managing social media platforms and tools



Advancing Girls' Education in Africa

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Work Schedule/Time Commitment

This position is part-time, with a time commitment of 15-25 hours/week beginning in August 2021. Time commitments and the duration of the internship are open for discussion.

This position is based in Washington, DC with flexibility for remote work.

Stipend

This internship is unpaid and does not include a stipend; however, there is potential for academic credit at certain universities.

To apply for this internship, send a cover letter, resume and writing sample in one PDF document to ehall@ageafrica.org by **June 30, 2021**. Please put your name and the position you are applying for in the subject line of your email. No phone calls, please.

AGE Africa is an Equal Opportunity Employer.