



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):

- Take the lead on developing and managing social media campaigns
- Assist in the creation of new website content
- Create research summaries on articles related to girls' education in Malawi
- Draft communications emails and develop and help manage marketing materials
- Provide support for on-going development activities including prospect research and organization marketing campaigns
- Occasionally attend events or activities for AGE Africa

A successful candidate:

- Has excellent grammar, writing, and organizational skills
- Has an interest in fundraising, communications, and social media
- Has demonstrated ability to coordinate logistics and implement action plans
- Can work independently and manage own deadlines
- Has demonstrated organization skills and strong attention to detail

The ideal candidate will:

- Be interested in girls' education, 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, Loomly, Facebook, Instagram, Twitter, and LinkedIn



Work Schedule/Time Commitment

This position is part-time, with a time commitment of 15-25 hours/week beginning in January or February 2022. The internship will be a minimum of one semester with the option to extend. Weekly hours and the duration of the internship will be agreed upon prior to accepting an offer.

Flexibility for remote work will be considered.

Stipend

A \$500 stipend will be provided per semester. Academic credit may also be available at certain universities.

Application Details:

To apply for this internship, send a cover letter, resume, and writing sample in one PDF document to ehall@ageafrica.org by **November 30, 2021**.

Cover letters should include:

- The number of hours you anticipate being able to work each week
- The number of months you are available for this internship
- Whether or not you will be seeking academic credit for the internship
- Why you are interested in working for AGE Africa
- How you will bring value to the AGE Africa team

Please put your name and the position you are applying for in the subject line of your email. To be considered, your application must be submitted via email. No phone calls, please.

AGE Africa is an Equal Opportunity Employer.