



Social and Digital Media Intern Job Description

Africa Development Promise, an international development nonprofit organization, working in Rwanda and Uganda to build and strengthen the collective action of entrepreneurial women. We are looking for a reliable Social and Digital Media Intern to join our Denver, Colorado office. The intern will work with communications committee to understand Africa Development Promise's mission and create content which aligns with mission. The intern will increase and maintain our presence/interaction on various social media platforms (Facebook, Twitter, LinkedIn, Instagram) and our website.

This is a 6-month, unpaid internship @12 hours per week. However, we can provide a stipend to cover travel and any work-related expenses. The intern will work closely with the communications committee to implement our communications plan. Responsibilities include, but are not limited to the following:

Responsibilities

- Updates the social media accounts with fresh content to improve engagement and outreach
- Conducts research to find articles and stories relevant to Africa Development Promise's mission and vision and posts on our social media platforms to invite conversation and interaction
- Monitors and replies to conversation/interaction
- Start a guest blogger program, identify and coordinate with guest bloggers to post a new blog each month.
- Updates the website
- Handles online (Info box/Google Calls) inquiries appropriately
- Updates and grows the Constant Contact list
- Tracks social media interaction and fanbase growth and provides communication team with monthly updates
- Provides assistance with special events
- Contributes to the team efforts by accomplishing related tasks as needed

Ideal Candidate Qualifications

- Creative self-starter with a passion for empowering women in developing countries
- Experience with website maintenance and social media platforms
- Detail oriented with strong written and verbal communication skills
- Ability to work independently and in collaboration with the team
- Be flexible and willing to take on other tasks in this start-up environment.
- Bring your own laptop computer
- Comfortable working in a shared space environment
- Available to work 12 hours per week

To apply, please submit your resume and cover letter to Jean Nicholson at info@africadevelopmentpromise.org by August 31th, 2017.