

# INTERNSHIP JOB DESCRIPTION

## 1. Program & Research Intern

### **Duties & Responsibilities include (but aren't limited to):**

- Provide research and program support for Zambia programs;
- Assist in proposal and budget development/support for individual country programs and the organization as a whole;
- Support event and fundraising planning efforts;
- Attend meetings and conferences as appropriate;
- Provide administrative support to the senior staff as needed

### **Qualifications:**

- Knowledge and experience in research and literature reviews
- Ability to disseminate findings from various, multiple reports and research articles
- Familiarity with scholarly and scientific journals (The Lancet, BioMed, Journal of Nutrition, etc.)
- Ability to work quickly, efficiently, and meet short deadlines
- Must be a self-starter, responsible, mature, highly organized, detail oriented, and able to work independently
- Dynamic, creative, and entrepreneurial work style and ability to juggle multiple projects simultaneously
- Must have solid writing, editing and communication skills
- Proficiency in Microsoft Office Suite especially Word, Excel, and PowerPoint, Google Docs, and Adobe Acrobat
- NGO and/or international experience is desirable

## 2. Social Media & Communications Intern

### **Duties & Responsibilities include (but aren't limited to):**

- Produce weekly text and image content for ECF's social media platforms
- Track weekly interaction and analytics in regards to social media platforms
- Draft, proofread, and edit communication material for external audiences such as reports, newsletters, blogs
- Draft and assist in the maintenance of website content
- Keep up and update social media audiences with current events and news
- Provide support in event and fundraising planning, and marketing efforts
- Attend meetings and conferences as appropriate

### **Qualifications:**

- Knowledge and experience with social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.), blogging, and supporting applications (HootSuite, WordPress, etc.)
- Familiarity with social media analytics



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- Familiarity and/or experience with NGOs and international organizations
- Graphic design experience and ability to use editing software and apps to produce social media content (Canva, Adobe Photoshop, etc.)
- Ability to work quickly, efficiently, and meet short deadlines
- Must be a self-starter, responsible, mature, highly organized, detail oriented, and able to work independently
- Dynamic, creative, and entrepreneurial work style and ability to juggle multiple projects simultaneously
- Must have solid writing, editing and communication skills
- Proficiency in Microsoft Office Suite especially Word, Excel, and PowerPoint, Google Docs, and Adobe Acrobat

**Undergraduates, graduate students and recent graduates are welcome to apply.**

**Selected candidates must be legally allowed to work in the US without any need for Visa sponsorship now or in the future.**

**Please send a resume and cover letter to [info@everychildfed.org](mailto:info@everychildfed.org). No calls please.**



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