

INTERNSHIP JOB DESCRIPTION

Every Child Fed offers a unique multi-component internship program open to undergraduates, graduates, and recent graduates that will enable the participant to gain experience in multiple aspects of a non-profit organization.



every child fed

Programs & Research Component

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

- Take lead on research project in support of our domestic program
- Support event and fundraising planning efforts;
- 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

Social Media & Communications Component

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
- Inform and update social media audiences with current events and news
- Provide support in event and fundraising planning, and marketing efforts

Qualifications:

- Knowledge and experience with social media platforms (Facebook, Twitter, Instagram, LinkedIn, etc.), blogging, and ability to utilize supporting applications not required, but preferred (HootSuite, WordPress, etc.)
- Familiarity with social media analytics
- 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.)

General Qualifications

- 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

Please send a resume and cover letter to info@everychildfed.org. No calls please.