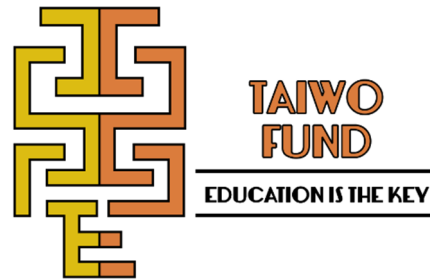


# THE TAIWO FUND SEEKS SOCIAL MEDIA INTERN FOR FALL 2016



## ABOUT

The Taiwo Fund is a California based educational development non-profit corporation which supports educational and creative projects at the North Star School in Accra, Ghana and partner schools globally.

## INTERNSHIP / VOLUNTEER OPPORTUNITY (REMOTE DELIVERY ONLY)

The Taiwo Fund seeks a volunteer intern with strong knowledge and understanding of the digital media landscape, including various social media websites and digital graphic design. The intern selected for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share this exciting launch with an intern hoping to gain a ton of great online experience with an organization dedicated to improving education for underprivileged families in Ghana and partner schools globally.

## TRAINING AND SUPERVISION

The selected intern should be self-motivated and able to take minimal direction since a majority of the work will be done remotely. However, the intern will report directly to the President of the organization and collaborate with other interns. Training will be provided in social media marketing, non-profit operations, project management and international relations. There will also be opportunities to learn additional skills in audio and video content production if desired.

## MINIMUM REQUIREMENTS

Education: Working towards a Bachelor's Degree in Interactive Design, Web Design or Graphic Design, Business, Marketing, Information Technology

Availability: 10 hours a week with flexible schedule

## DESIRED SKILLS

- o Strong written and verbal communication skills
- o Ability to multi-task and take direction in a team environment
- o Attend weekly status meeting (teleconference)

- o Detail and deadline oriented
- o Must be flexible and adapt/react to change
- o Must be organized and able to prioritize
- o Previous experience with non-profits and education sector is a plus

## RESPONSIBILITIES

- o Manage the organization's social media (Facebook, Twitter and Instagram)
- o Manage organization's website and newsletter
- o Create graphic and written content for website and social media platforms
- o Monitor and post on blogs, forums, and social networks
- o Online outreach and promotion using Facebook, Instagram, Twitter, and more
- o Website and social media optimization
- o Assist in the evaluation and optimization of social media accounts
- o Assist in the setup of online fund-raising campaigns
- o Update and engage with the audience of the site's official social media platforms consistently

**WE CAN'T WAIT TO HAVE YOU ON OUR TEAM!**

Application deadline is September 2, 2016. Interested candidates should send resume and cover letter to [northstarschoolgh@gmail.com](mailto:northstarschoolgh@gmail.com)

Social Media @taiwofund (Facebook, Instagram, Twitter)

