



Africa Classroom Connection

Building Schools. Building Futures.

COMMUNICATIONS AND DEVELOPMENT INTERNSHIP

Unpaid, 10-20 hrs/week

Fall/Winter 2015-16: Semester long to 6+ months. Start & end dates flexible.

Africa Classroom Connection (ACC) holds the vision that every child in KwaZulu-Natal, South Africa has the opportunity for an excellent education. Our mission is to provide resources to help build and improve schools by working to get new classrooms built, helping kids stay in school, and facilitating cultural exchanges/overseas travel. Since it's 2006 founding, Africa Classroom Connection has helped more than 2,000 kids stay safe, dry and learn!

JOB DESCRIPTION: The Communications and Development Intern supports the Office Manager and Chair with organizational operations including day-to-day administration as well as project-based duties in communications and development. Core responsibilities are listed below, but duties may be expanded in response to a particular intern's interests and skills.

LEARNING OPPORTUNITIES:

- Gain valuable experience in grant-writing and fundraising
- Develop skills in communication, email marketing and social media
- Gain valuable experience working for an international NGO

MAJOR AREAS OF RESPONSIBILITY

- Design, produce and distribute communications (e.g., newsletters, event invitations, fund appeal)
- Promote ACC via social media
- Research, draft and compile grant applications
- Help promote and plan annual Learning Tours to Africa
- General clerical duties including database upkeep and gift processing
- Other tasks and projects as requested

QUALIFICATIONS

- Excellent written and verbal communications skills
- Strong organization and attention to detail
- Ability to work independently and with initiative while managing multiple projects
- Energy, enthusiasm, and innovation in problem solving
- Computer proficiency in Microsoft Excel and Word. Microsoft Access experience a plus
- Experience working with social media, website editors and email marketing programs preferred
- Administrative experience preferred

WORK ENVIRONMENT: Project-based duties may allow the intern to work outside the office for part of their weekly hours. Applicants must be comfortable working independently and in groups in a casual and dynamic environment. This internship can receive course credit through the student's academic institution.

TO APPLY: Send a resume and optional cover letter via email to info@africaclassroomconnection.org by **September 7, 2015**.

ADDITIONAL CONTACT INFORMATION:

106 E 24th St. Minneapolis, MN 55404

www.africaclassroomconnection.org 612-767-4430