**Bonazah Community Development of Africa, Inc. (Bocoda Inc.)**

**Semester Internship – Business Planning Intern**

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| **Volunteer Title** |  | Business Planning Intern |
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| **Length of Commitment** |  | One University Semester |
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| **Dates and Times Needed** |  | 8 - 16 hours per week |
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| **Location of Volunteer Work** |  | Remote:  Interns will be able to work on job responsibilities from a location of their choice. Weekly or bi-weekly in-person meetings will occur at a location agreed upon by the Executive Director (ED) or Supervisor and Intern. |
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| **Age Requirements** |  | 18+: University Junior – Graduate Student |
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| **Duties** |  | With direct supervision of the ED, the Business Planning Intern will support the infrastructure building projects underway at Bonazah Community Development of Africa, Inc. (Bocoda Inc.), a start-up non-profit. Primary responsibilities will be to:   * Conduct market research for business plan * Co-write and co-edit business plan draft * Assist with managing Bocoda Inc.’s social media (ex. Facebook, Twitter, HootSuite, MailChimp, etc.) * Manage TMI’s database of contacts, including donors, volunteers, alumni and other stakeholders. |
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| **Desired Qualifications** |  | Intern must be a self-starter and able to work independently. Intern must also own a personal computer, have access to the Internet and generally be computer literate. Facility with Word, Excel required. Expertise using MailChimp and FileMaker Pro a plus, but not required.  Ideally, intern will have:   * Strong written skills * Experience conducting research, compiling results and presenting findings * Networking abilities and one good suit * Interest in areas like Education, Business, Social Entrepreneurship, IT or Youth Development |
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| **What is meaningful about this position** |  | This is a position with clear and significant responsibilities. With it comes the opportunity to have high impact while gaining experience shaping a start-up organization. |

*For more information about who we are and what we do, visit us at:* [*www.bocodainc.com*](http://www.bocodainc.com)

**To apply, please send your cover letter and resume to:** [**info@bocodainc.com**](mailto:info@bocodainc.com)