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

 **Semester Internship – Marketing Analyst Intern**

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| **Volunteer Title** |  | Marketing Analyst 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) and Intern. |
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| **Age Requirements** |  | 18+: College Sophomore, Junior or Senior |
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| **Duties** |  | With direct supervision from the ED, the Communication and Advertising Intern’s responsibility will be to develop materials for Bonazah Community Development of Africa, Inc. (Bocoda Inc.) International’s programs. Primary responsibilities will be to:* Draft communications to Bocoda Inc. stakeholders such as announcements, newsletters, updates and recruitment memos.
* Create promotional cards and brochures for the Bocoda Scholars Project
* Manage Facebook page, Twitter account and other social media
* Secure radio, television an print media interviews and appearances
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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 and mainstream social media tools like Facebook, Twitter and Instagram required. Expertise using MailChimp and FileMaker Pro a plus, but not required. Ideally, intern will have:* Strong written skills
* Networking abilities and one good suit
* Interest in Communication, Advertising and Marketing for educational nonprofits, Social Entrepreneurship, IT or Youth Development are desired
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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. |

If interested, send a cover letter and resume to info@bocodainc.com

Visit us at [www.bocodainc.com](http://www.bocodainc.com) to learn more about our work.