



Women Enabled International, Social Media and Press Relations Position – Summer/Fall 2017

Women Enabled International seeks an unpaid intern. We are looking for a dedicated, enthusiastic individual who can commit to working a minimum of 15 – 20 hours per week. Although Women Enabled International is headquartered in Washington, DC, a mature and committed intern can work remotely and communicate with the organization online via Skype, email and phone. This is a unique opportunity to work in an innovative, rapidly growing non-profit organization, gain and improve skills, and gain experience working in collaboration with others.

Main responsibilities include, but are not limited to:

- Manage organization's social media channels – including Facebook, Twitter, and LinkedIn – from Hootsuite dashboard as well as Instagram and YouTube
- Strive to increase organization's klout score
- Monitor & reporting online news updates concerning the organization's key interests
- Manage some administrative tasks as needed (e.g., updating databases, files, etc.)

Qualifications:

- Strong social media skills, and at least one year managing social media channel(s) for a club, organization or business – particularly Twitter and Facebook
- Familiarity with Hootsuite or Tweetdeck
- Outstanding oral & written skills
- Ability to work both independently & as part of a team, managing multiple priorities
- Attention to detail, organizational skills & flexibility
- Strong track record of project management / project completion
- Self-motivated and enthusiastic about learning about the rights of women & girls with disabilities worldwide, human rights and the field of development; previous NGO experience preferred
- Telecommuting/working at home required, and the availability of own computer or laptop & internet access
- Major in one of the following preferred: Social Media, Communications, Women's Rights, Disability Rights, Human Rights, International Relations, Political Science or Interdisciplinary Studies
- Experience with Survey Monkey, Mail Chimp, Wordpress and/or html is a plus, but not required

To Apply:

Send a detailed cover letter & your resume to Women Enabled International at Personnel@WomenEnabled.org with "Social Media Internship" in the subject line. Application deadline is May 15, 2017.

NO phone calls, please. In your cover letter, please tell about your skills as well as your interest in the mission of the organization.

Only finalists will be contacted. This is an unpaid position. Applications will be considered on a rolling basis.

ABOUT WOMEN ENABLED INTERNATIONAL:

[Women Enabled International](http://www.WomenEnabled.org) (WEI) is a 501(c)(3) nonprofit organization that works at the intersection of women's rights and disability rights, and advocates and educates for the rights of all women and girls and all persons with disabilities, with a focus on women and girls with disabilities, in collaboration with women's rights organizations and women with disabilities rights organizations worldwide. Through such collaborations, WEI fosters cross-movement cooperation to bolster understanding, cross-cutting and intersectional advocacy, and the advancement of the rights of all women and girls. WEI is recognized internationally as innovative and ground breaking. Areas of focus include gender-based and sexual violence, sexual and reproductive health and rights, access to justice, conflict and post-conflict situations, and caregivers and caregiving, among other issues.

For more information on WEI, please visit our website at www.WomenEnabled.org.

WEI is committed to equal opportunity in its personnel practices and is strongly committed to hiring and retaining a diverse and internationally representative staff.