

Social Media & Press Relations Intern

Women Enabled International, Inc. 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, Inc. 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 nonprofit 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
- 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 Stephanie Ortoleva at President@WomenEnabled.org with "Social Media Internship" in the subject line.

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.