

## GIRLWITHABOOK MOVEMENT FALL 2016 INTERN JOB POSTING

GIRLWITHABOOK Movement is hiring a Social & Digital media intern for fall 2016. Interested candidates should submit the following information, in this order, and as a **single pdf document** to [info@girlwithabookmovement.org](mailto:info@girlwithabookmovement.org) with “Last Name\_First Name\_Intern\_App” as the **subject line**. Deadline to submit materials is **August 26, 2016 at 8pm EST**.

1. **Cover Letter**
2. **Resume**
3. **Writing Sample**
  - A brief, up to 500 word article, academic piece, or blog post on any topic of your choosing (in English). This sample will be used to assess your writing abilities, keeping in mind that an essential part of this position is contributing to the [Looking at US](#) blog.
4. **Design supplement** (optional)
  - You may attach any previous design, graphic, and web work you have completed to your application. Please attach images as applicable, you may attach web links in the body of your email to any websites you have worked on so long as you accompany these links with a brief description ie: “Website I created in computer science class on the importance of the rain forests in tropical ecology <link>”
5. Completed [GIRLWITHABOOK Internship Application](#) form found on our website (submit separately from email application)

### The Position

The Social & Digital Media Intern at GIRLWITHABOOK Movement will be responsible for the daily social media communications of GIRLWITHABOOK. The intern will use digital management tools to schedule posts for the organization, and is expected to stay abreast of breaking news in the areas of international women’s rights, girls’ education, and women’s global health. The intern will also compile weekly analytics reports our social media platforms. In addition, the intern will contribute to the [Looking At US](#) blog on a weekly or bi-weekly basis. These posts will be a combination of interviews and short articles on gender equality and education in the US.

The intern is expected to spend 15-20 hours per week working for GIRLWITHABOOK. Candidates must be able to work remotely and therefore must have access to a computer and internet. This is an unpaid position for a (flexible) 9 week term. GIRLWITHABOOK will work with candidates wishing to receive school credit or community service hours for their work where applicable.

In addition to regular social media posting and writing the Looking At US blog, the intern will be expected to participate in weekly staff meetings and will take on additional assignments at the discretion of the intern supervisor. **The intern will also be responsible for designing, executing, and measuring the impact of a social and/or digital media project of their own creation over the course of the internship term.** Together, the intern and their supervisor will create a project outline with benchmarks to measure the progress of this project.

This is an opportunity to contribute to a young yet powerful nonprofit media organization.

The intern has the responsibility to:

- Conduct a daily scan of international sources for news on international women's rights, girls' education, and women's global health
- Plan ahead for social media posting on all of GIRLWITHABOOK's social media outlets
- Openly communicate achievements and challenges to the intern supervisor
- Design and carry out a social and/or digital media project (with guidance and supervision)
- Perform some website maintenance as assigned
- Perform administrative tasks as assigned

The GIRLWITHABOOK Staff have the responsibility to:

- Include the intern in the operational systems of the organization
- Communicate expectations—and all subsequent changes and adjustments therein—clearly to the intern
- Guide the intern in matters of online communication techniques and best practices
- Provide two performance review meetings to the intern over the course of the internship
- Provide one "career guidance" session to the intern including resume design, cover letter writing skills, and interviewing skills

### **Qualifications**

**Minimum Qualifications** Successful candidates will be:

- Excellent written and verbal communicators
- Self-motivated and able to self manage on long term projects with minimal supervision
- Computer and web literate include competency in Facebook, Twitter, tumblr, Instagram, YouTube and other social media platforms
- Interested in international women's rights and the education of women and girls
- Able to work remotely and participate in remote staff meetings (often using Google hangout or Skype). Candidates must have access to a computer with internet and video chat for *at least* 15 hours per week.
- Preferably college students.

**Preferred Qualifications** Ideal candidates will:

- Have previous experience working in social and digital media.
- Have design skills in applications like Adobe creative suite and/or other similar applications\*

\*If you have design skills, fantastic! Please attach any samples of your work to your application. Relevant samples may include illustrative graphics, info graphics, text and

lettering work. See #4 in the list of required application materials above for instructions on attaching design related work.

**Interest** Ideal candidates will demonstrate a genuine interest in international women's rights and the education of women and girls. Additional knowledge of and interest in international development and global health (particularly regarding girls and women) are also desirable.

**Character** Successful interns will place a high value on honesty and integrity and will conduct themselves personally and professionally with good faith intent. They will be comfortable taking responsibility for their actions and will actively seek personal and professional improvement in this position.

**Work Ethic** Successful candidates will be self starters with excellent time management skills. They will be able to self manage on projects. They will ask for help when needed, and will pride themselves on their ability to work independently and efficiently.

**Communication** Candidates and successful interns must be comfortable asking for help and respectfully raising concerns as needed. They will communicate openly and with good intentions.

**Education** Candidates must be, at a minimum, a college freshman. This position is ideal for college juniors and seniors.

GIRLWITHABOOK Movement is an equal opportunity employer that does not discriminate on the basis of sex, age, sexual orientation, race, gender identity, religious affiliation, or any other protected class. We value diversity and seek candidates with unique personal and professional experiences that will contribute new perspectives to our work.

### **About GIRLWITHABOOK Movement**

GIRLWITHABOOK Movement is a nonprofit organization that uses innovative and interactive new media to promote girls' education globally. Co-founders Lena Shareef and Olivia Curl founded GIRLWITHABOOK in response to the horrifying attack against Pakistani youth education activist Malala Yousafzai in October 2012. Since its founding, GIRLWITHABOOK has grown into an internationally recognized movement promoting the power of educated girls. In Spring 2015, GIRLWITHABOOK incorporated as a non-profit, bringing photojournalist Jennifer Ciochon onto its board of directors. In April 2015, GIRLWITHABOOK conducted a successful Kickstarter campaign raising over \$40,000 to fund a multimedia documentary project in South and Central Asia. The GIRLWITHABOOK team recently returned from producing the documentary project in February 2016 and is now in post-production.