



AFRICAN WILDLIFE FOUNDATION®

JOB DESCRIPTION

Position Title:	Online Communications Intern	Compensation:	Based on experience
Location:	Washington, D.C.	Department:	Marketing & Membership
Supervisor:	Online Communications & Marketing Manager	Supervises:	N/A

POSITION SUMMARY:

African Wildlife Foundation (AWF) has an immediate opening for a qualified Online Communications Intern. Working in a fast-paced, deadline-oriented marketing department, the Online Communications Intern will help manage AWF's web content, social media presence, and digital assets.

Interested candidates should submit a brief e-mail that contains your cover letters and resume to intern@awf.org with the subject line "Online Communications Intern."

KEY DUTIES & RESPONSIBILITIES:

- ◆ Maintain online social networking communities, including Facebook and Twitter, by crafting engaging posts and monitoring various social media outlets
 - ◆ Assist in authoring, adapting and updating web content
 - ◆ Create a calendar of future posts and identify additional avenues to build overall social networking presence
 - ◆ Assist in drafting copy for various e-mail marketing and communications projects
 - ◆ Build relationships with AWF blog contributors, encourage active contribution, post and edit entries
 - ◆ Assist in management of digital assets including photos, video and metadata assignment.
 - ◆ Other duties and special projects as assigned
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QUALIFICATIONS:

- ◆ Strong organizational skills; detailed oriented
- ◆ Excellent written and oral communication skills
- ◆ Strong interest in online development, social networking, and digital media
- ◆ Basic HTML knowledge preferred, basic Photoshop proficiency preferred
- ◆ Keen interest or experience in wildlife/land conservation and/or sustainable development in Africa preferred, but not required