



**Title:** Social Media and Marketing Intern, Fund for Education Abroad  
**Job location:** Remote  
**Start date:** January 16, 2023 (flexible)  
**Stipend:** \$1,500  
**Hours:** Approx. 20 hours/week; January 16 – May 5  
**Contact:** Lyndsi Jones, [ljones@fundforeducationabroad.org](mailto:ljones@fundforeducationabroad.org)

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The mission of the **Fund for Education Abroad (FEA)** is to provide scholarships and ongoing support to students who are underrepresented among the U.S. study abroad population. FEA makes life-changing, international experiences accessible to all by supporting students of color, community college, and first-generation college students before, during, and after they participate in education abroad programs. FEA is an independent 501(c)(3) non-profit organization that is not affiliated with any one program provider or higher education institution.

### **Description of the Internship**

The **Social Media and Marketing Intern** will work closely with the FEA Program Manager and Program Coordinator by maintaining the organization's social media accounts, approving FEA scholars' blog posts, supporting the creation of a social media plan for all platforms, including LinkedIn, Instagram, Facebook, and Twitter, and drafting social media graphics via Canva. The intern will be required to follow the FEA Brand Guidelines. The intern will also assist as needed during Board of Trustees meetings, Access Advisory Board meetings, and more, by taking clear and accurate meeting minutes.

Major benefits for the intern include gaining important knowledge of nonprofit administration, access to training in marketing, communications, and fundraising, and a network of committed professionals across international education, philanthropy, and other fields. Because FEA is a small non-profit with three full-time staff members, interns get hands-on experience in a variety of areas and will have the opportunity for meaningful involvement in shaping the direction of the organization.

FEA believes strongly in the principle of providing interns with clear expectations, useful evaluation, and flexibility to explore their professional interests. FEA expects this position to provide the intern with relevant skills and training as well as important feedback.

### **Responsibilities**

- Approving and tracking scholars' blog posts on the FEA website
  - Supporting the development and execution of a social media plan for the spring semester
  - Maintaining FEA's social media calendar
  - Managing FEA's social media platforms and drafting graphics using CanvaPro
  - Assisting in the production and planning of FEA's annual events
  - Other tasks as needed
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**Required Skills:**

- Strong organizational and research skills
- Excellent oral and written communication
- Professionalism when dealing with clients and colleagues
- Attention to detail
- Facility with Microsoft office
- Passion for education and equity
- Ability to work with minimal supervision

**Bonus Skills:**

- Graphic design knowledge and interest
- Prior experience using Canva Pro and WordPress
- Knowledge of other countries or languages
- Cross-cultural communication
- Interest in nonprofit management, marketing, and customer service
- Ability to work on several projects at one time, to work under pressure, and to meet deadlines
- Commitment to increasing access for underrepresented students
- Adaptability and flexibility--and a sense of humor!

**To Apply:**

Please send your resume, one reference, and a cover letter to [ljones@fundforeducationabroad.org](mailto:ljones@fundforeducationabroad.org) (please include "FEA Social Media Internship" in the Subject Line).

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