

Title: Social Media and Development Support Intern, Fund for Education Abroad

Job location: Remote (Must be available during standard working hours in Eastern time zone)

Start date: September 8, 2025 (flexible)

Stipend: \$1,600

Hours: Approx. 10-15 hours/week; September 8 – December 19

Contact: Joelle Leinbach, jleinbach@fundforeducationabroad.org

The mission of the **Fund for Education Abroad (FEA)** is to provide scholarships and ongoing support to students with financial need who face barriers to participation in education abroad. FEA makes life-changing international experiences accessible by supporting 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 Development Support Intern** will work closely with the FEA Program Manager and Executive Director to maintain the organization's social media accounts, supporting the development of a social media strategy for all platforms, including LinkedIn, and Instagram, supporting FEA Scholars' blogs and engagement, and drafting social media graphics via Canva. The intern will be encouraged to work within the parameters of the FEA Brand Guidelines. The intern will also assist as needed with donation processing and fundraising, and during Board of Trustees meetings, Access Advisory Board meetings, and more, by taking clear and accurate meeting minutes.

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 two 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. **The Social Media and Development Support Internship is suitable for current students or recent grads interested in international education, communications, or nonprofit work.**

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.



Key Responsibilities

- Supporting the development and execution of a social media strategy
- Designing and maintaining FEA's social media calendar
- Managing FEA's social media platforms and creating graphics using CanvaPro
- Assisting in the planning and promotion of FEA's annual events
- Supporting FEA Scholars' blogs and engagement
- Process donations and prepare acknowledgement letters and donor-related reports and correspondence.
- Support administration of Board of Trustees meetings by preparing reports and attending committee meetings
- Other tasks as needed

Required Skills:

- Attention to detail
- Familiarity with Canva/Canva Pro
- Excellent written and verbal communication skills
- Strong organizational and research skills
- Professionalism when communicating with partners and colleagues
- Proficiency in Microsoft Office Suite and Google Workspace
- Ability to work with minimal supervision
- Flexibility and adaptability

Desired Skills:

- Graphic design knowledge and interest
- Prior experience using WordPress
- Knowledge of other countries or languages
- Prior study abroad experience
- Interest in nonprofit management, marketing, and customer service
- Ability to work on several projects at one time and to meet deadlines
- Passion for education and increasing inclusion of underrepresented students

To Apply:

Please complete the [online application form](#) by **Friday, August 22, at 11:59 PM Eastern Time.**
