

Coalition for Adolescent Girls Internship Position: Communications and Events Intern

About the Coalition for Adolescent Girls

The Coalition for Adolescent Girls (CAG) is a member-led and driven coalition dedicated to improving the lives of adolescent girls across the world. Comprised of over sixty member organizations, the CAG strives to increase communication across sectors, facilitate information sharing, and influence decision-makers to prioritize adolescent girls. In order to achieve these objectives the CAG holds meetings, webinars, and consultations about girl-centered issues and maintains a bi-weekly newsletter, online resource center, and an online program mapping tool. The coalition also provides on-going support to member organizations as needed. No matter our action or activity, we never lose sight of what binds us all together – adolescent girls themselves.

Position Description

The Communications and Events Intern will assist the coalition's Coordinator in the development and coordination of multiple events and communications initiatives. She or he will assist in scheduling member meetings, help to maintain and update the CAG's social media platforms, and assist in the coordination of activities involving youth contributors. This opportunity will involve access to high-level professionals, research, and practices, as well as provide a great introduction into how non-profit organizations operate and collaborate with one another.

Term of Internship

The internship can run from June 1, 2015 to August, 28, 2015 **OR** from August 1, 2015 to October 31, 2015. Interested candidates must indicate their preference and availability for the term of the internship in their cover letter. The intern will be expected to dedicate approximately 15 hours per week to the role.

Stipend

The intern will receive a stipend of \$2000.

Responsibilities

- Assist in scheduling of quarterly meetings, webinars, and working group meetings
- Assist in the coordination and scheduling of a brown-bag lunch for key stakeholders
- Assist in the management and coordination of youth contributors and their activities (specifically surrounding Malala Day and the anniversary of the 2014 Girl Summit)
- Assist in the preparation of a resource launch event (if available August – October)
- Update CAG website
- Assist in the maintenance and updating of CAG social media platforms
- Support research efforts in relation to the publication of a resource on girl engagement

Qualifications

- Currently pursuing a Bachelor of Arts or Sciences
- Excellent written and oral communication skills
- Strong critical thinking and analysis abilities
- Sensitive to and respectful of cultural differences and practices.
- Familiarity with Microsoft Word, Excel, and WordPress programs
- Ability to organize various projects and strong attention to detail
- Background or demonstrated interest in women's rights, girls' rights, human rights, and/or public health
- Commitment to the CAG's mission and vision

How to Apply

Please submit a resume and a cover letter detailing your interest in the position to Sacha Green-Atchley at coordinatorcag@gmail.com by May 22, 2015. Interested candidates must indicate their preference and availability for the term of the internship (either June-August or August-October) in their cover letter.