**Bonazah Community Development of Africa, Inc. (Bocoda Inc.)**

 **Semester Internship – Assistant to the Executive Director**

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| **Volunteer Title** |  | Assistant to the Executive Director |
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| **Length of Commitment** |  | One University Semester |
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| **Dates and Times Needed** |  | 8 - 16 hours per week |
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| **Location of Volunteer Work** |  | Remote: Interns will be able to work on job responsibilities from a location of their choice. Weekly or bi-weekly in-person meetings will occur at a location agreed upon by the Executive Director (ED) and Intern. |
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| **Age Requirements** |  | 18+: University Junior – Graduate Student |
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| **Duties** |  | With direct supervision of the ED, the Assistant to the ED will support the infrastructure building projects underway at Bocoda Inc. a start-up non-profit. Primary responsibilities will be to:* Manage fund raising contacts using Constant Contact or construct and populate a database made using FileMaker Pro
* Conduct market research for business plan
* Co-write and co-edit business plan draft
* Draft and mail correspondences to stakeholders, such as funders and high school, university and corporate partners.
* Draft documents for recruiting and Bocoda Inc.’s
* Accompany ED to recruiting sessions and networking events
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| **Desired Qualifications** |  | Intern must be a self-starter and able to work independently. Intern must also own a personal computer, have access to the Internet and generally be computer literate. Facility with Word, Excel required. Expertise using Constant Contact and FileMaker Pro a plus, but not required. Ideally, intern will have:* Strong written skills
* Experience conducting research, compiling results and presenting findings
* Networking abilities and one good suit
* Interest in areas like Education, Business, Social Entrepreneurship, IT or Youth Development
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| **What is meaningful about this position** |  | This is a position with clear and significant responsibilities. With it comes the opportunity to have high impact while gaining experience shaping a start-up organization. |

If interested, send a cover letter and resume to info@bocodainc.com

Visit us at [www.bocodainc.com](http://www.bocodainc.com) to learn more about our work.