

BLACK MOTHERS' BREASTFEEDING ASSOCIATION
(BMBFA)

March 10, 2011

Re: Social Media Intern

Job Title: Social Media Intern

Overall Job Description: The social media intern at Black Mothers' Breastfeeding Association (BMBFA) will be instrumental in increasing our social media presence and getting visibility for our organization.

Responsibilities include the following (there will be 2 interns working on these tasks):

- Monitor and engage on Twitter, Facebook and LinkedIn
- Post current events and news on Twitter, Facebook and LinkedIn
- Receive current information on breastfeeding through Goggle Alerts
- Put together monthly newsletter in ConstantContact
- Maintain mailing list
- Follow and list appropriate people on Twitter
- Update website, as needed
- Attend breastfeeding conferences
- Attend monthly, Black Mothers' Breastfeeding Club
- Meet bi-weekly with Board of Directors

Qualifications:

- Very Familiar with Twitter, Facebook & LinkedIn
- Passionate about Social Media
- Friendly and conversational
- GPA at least 2.5
- Must be a detail oriented, team player and technologically savvy
- Must be comfortable with Microsoft Excel and/or Numbers
- Fast Learner
- Must own a computer and have Internet access
- No current knowledge about breastfeeding is needed, but must be willing to learn

Benefits:

- This is an unpaid part-time internship
- Estimated weekly hours are 12 hours per week (3-12 month commitment required)
- Intern will work remotely, on his/her own computer

Sincerely,



Kiddada Green, M.A.T.
Founder and President

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