

Coco Coalition

CONNECT + GROW + THRIVE

Program Development & Research Fellow

Position Title: Program Development Fellow

Supervised by: Executive Director

Work Schedule: Part Time (10-15 hours/week)

Internship Duration: 10 weeks

Location: Remote Work

Mission Statement: The mission of Coco Coalition is to improve the quality of life for Black women through resources, programs, and services that impact their mental health.

Role and Purpose: Established in 2018, Coco Coalition, lovingly called Coco, is an organization dedicated to curating holistic, safe, and empowering opportunities for women of the African Diaspora to connect, grow, and thrive. Coco is focused on creating opportunities for Black women and sowing in the well-being of Black teen girls by supporting projects that remove barriers to a healthy and secure future. Coco Coalition mainly focuses on serving women throughout California but impacts women nationally. We proudly funnel our mission through three core initiatives: Mental health, feminine health, and education empowerment.

Responsibilities: Coco offers a dynamic fellowship opportunity targeting undergraduate and graduate students interested in effectively developing, executing, and managing non-profit programs. The fellowship explores the knowledge, skills, and tasks of program development, research, management, and evaluation. As a fellow with Coco, you will have the opportunity to work with a dynamic and experienced team to develop programs and initiatives that enhance the well-being of Black women. You will learn to identify and research social problems, develop programs, measure effectiveness, and build community partnership opportunities that support the organization's programmatic efforts. You will have the chance to create a fellow project based on current opportunities within the organization. This position may require some occasional work in the evenings.

Qualifications:

- A willingness to learn is a must.
- Applicants should also be creative, enjoy writing, and have excellent communication skills.
- Undergraduate or Graduate student in non-profit management, business, education, psychology, or other related fields.
- Excellent time management skills - the ability to multitask.
- Self-motivated- the ability to take the initiative when necessary.
- Good attitude - willingness to learn and take direction.
- Reliable - completes tasks by deadlines.
- Access to a smartphone or laptop (ability to access accounts on the go).
- Ability to read, write, and understand English required.
- Required to submit proof of school enrollment. Must be currently enrolled in school.
- Highly developed computer skills and a strong familiarity with Microsoft Office are mandatory.
- Experience in event planning and coordination.

Duration and Schedule:

- The intern is expected to commit [number] hours per week, with a flexible schedule based on availability and agreed-upon project timelines.
- Attendance at occasional evening or weekend events may be required.
- Ability to meet weekly with the Executive Director
- Commitment: Summer 2024; June 17th - August 30th
- 10-15 hrs per week

Benefits and Learning Opportunities:

- Compensation: unpaid
- Professional recommendation based on experience
- Ability to make a significant impact with Black women-led grassroots startup organization.
- Receive guidance and mentorship from experienced professionals in the field.
- Develop a strong understanding of nonprofit program development strategies and practices.

Support and Supervision:

- The fellow will receive guidance and support from the Communications Manager and team members.
- Regular check-ins and feedback sessions will be conducted to monitor progress and provide opportunities for learning and growth.

Legal Disclaimer:

This is an unpaid fellowship, and it does not guarantee future employment. We comply with all applicable labor laws and regulations.

Equal Opportunity Statement:

Our organization is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds to apply.



Email info@cococoalition.org for questions

COCO COALITION, INC

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CONNECT + GROW + THRIVE

Marketing & Communications Fellow

Supervised by: COO

Work Schedule: Part Time (10-15 hours/week)

Internship Duration: 10 weeks; June 17th - August 30th

Location: Remote Work

Mission Statement: The mission of Coco Coalition is to improve the quality of life for Black women through resources, programs, and services that impact their mental health.

Role and Purpose: Established in 2018, Coco Coalition, lovingly called Coco, is an organization dedicated to curating holistic, safe, and empowering opportunities for women of the African Diaspora to connect, grow, and thrive. Coco is focused on creating opportunities for Black women and sowing in the well-being of Black teen girls by supporting projects that remove barriers to a healthy and secure future. We mainly focus on serving women throughout California but impact women nationally. We proudly funnel our mission through three core initiatives: mental health, feminine health, and education empowerment. This role is ideal for marketing and communication majors. Interns can learn what it takes to build community and connection through the power of communication and marketing strategy. Interns will learn how to connect with non-profit stakeholders and build effective messages that help the organization accomplish its goals.

Qualifications

- A willingness to learn is a must
- Required to submit proof of school enrollment. Must be currently enrolled in school.
- Applicants should also be creative, enjoy writing, and have excellent communication skills
- Be reliable and dedicated to helping Coco in her mission to improve the quality of life for Black women
- Familiar with social media, including TikTok, Facebook, Instagram, and LinkedIn
- Exceptional writer - creative, attention to detail in grammar, spelling, punctuation
- Excellent time management skills - the ability to multitask
- Self-motivated- the ability to take the initiative when necessary
- Good attitude - willingness to learn and take direction
- Reliable - completes tasks by deadlines
- Access to a smartphone laptop (ability to access accounts on the go)
- Interns are assigned projects and responsibilities that contribute to the day-to-day running of the company

Responsibilities

- Create content for various communication channels, including social media, newsletters, and website.
- Research current wellness issues and assist in developing informative and engaging content.
- Help manage and update the organization's social media platforms and engage with online communities.
- Support the coordination of events, campaigns, and outreach initiatives.
- Provide general administrative support to the Communications Department as needed.
- Intern will work closely with the Social Media Manager and COO to receive direction on developing content
- Meet weekly with COO

Benefits and Learning Opportunities:

- Compensation: unpaid
- Coco's social media and marketing fellow will be trained and guided on strategic planning, best practices, and social monitoring/reporting tools.
- Professional recommendation based on experience
- Ability to make a significant impact with Black women-led grassroots startup organization.
- Receive guidance and mentorship from experienced professionals in the field.
- Develop a strong understanding of nonprofit program development strategies and practices.

Legal Disclaimer:

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