



Jaden & Amanda are thrilled to be setting out on a very special Kindness Journey, which they see in three parts:

Part 1

The adventure for a mom and her 11-year old son to travel throughout the United States for a whole year;

Part 2

The experience of contributing to "Life Vest Inside", an organization that Jaden thinks is really cool and Amanda wholeheartedly believes in; and

Part 3

The personal spiritual journey for both Jaden and Amanda and what they imagine will unfold for them by spending a year focused on projects that share and inspire greater kindness in the world.

Virtual Kindness Rockstar Communications & Coordination Specialist

Role and Responsibilities

Do you believe that by giving you receive more? Do you believe that small acts of kindness can make a larger difference in the world? Are you looking for an innovative internship which will allow your skills to shine while simultaneously giving you the space and opportunity to learn and grow with a like-minded and loving team?

If you answered yes to all the above questions and feel your skills match the needs of our team, we would love to hear from you!

We don't need a resume, just an email or document explaining why you think you would be a great fit for The Kindness Journey Team as a Virtual Kindness Rockstar Intern.

Anticipated Scope Of Work

- *Available to work 7-15 hours per week, for approx. 10-12 months while the Kindness Journey is under way, and potentially as a paid position after this specific Kindness Journey program ends and it transitions to an ongoing program for Life Vest Inside, the partnership organization.*
- *Willingness and ability to learn new software and skills as needed -- and to do so sometimes very rapidly*
- *Work with development team to develop social media strategies in support of The Kindness Journey's brand spanning all social media platforms*
- *Create a fun and loyal relationship between The Kindness Journey and others via social media*
- *Update and manage social media platforms with daily postings (specifically Facebook, Twitter, Google+, Instagram, YouTube, Pinterest and LinkedIn*
- *Analyze data from our social media channels to better understand our audience*
- *Assist in the creation of campaigns and calls to action throughout the journey*
- *Communications and managing relations between The Kindness Journey Team, partners, and other individuals, organizations and companies as needed*
- *Assist with phone calls and follow-up to donors, sponsors, and partners of The Kindness Journey*

- *Calendar management and coordination of travel, events, and random acts of kindness for Amanda and Jaden while they are 'on the road'*
- *Updating information and events on WordPress for website*

Professional Attributes

- *Sense of humor and caring approach to people and tasks*
- *Clear, coherent and caring communication style*
- *Resourceful, creative and collaborator at heart*
- *High level of attention to detail*
- *Self-starter and good at follow-through*
- *Willingness to learn and ask questions*

Professional Skills

- *Intermediate to advanced skill level with Gmail, Google Drive, and Google Calendar*
- *Intermediate to advanced skill level with social media for business and non-profit use*
- *Intermediate to advanced skill level Microsoft Word, Excel and Powerpoint*
- *Beginner to intermediate skill level with WordPress*

****Please Note:*** *If you don't have experience in a particular skill area, please tell us how you quickly you are able to adapt to new technologies and software platforms, and what experience you have in similar platforms.*

We Look Forward To Hearing From You!