



Name of Organization/unit: Hope for Cameroon

Full Address of organization/unit: 2810 Rue Louis Paré, Apt 106, H8S 1K8, Lachine, Quebec

Description of your organization: The Hope for Cameroon (HfC) is a registered apolitical and non-governmental organization (NGO), located in Montreal, Canada and Douala, Cameroon, that aims to improve the livelihoods of internally displaced persons – particularly women and children who are victims of the Anglophone crisis [<https://www.linkedin.com/company/hope-for-cameroon/>]. With over 1.5 years of existence, HfC has raised over \$16,000, executed 4+ projects, and impacted the lives of over 350 internally displaced persons in the areas of education, humanitarian aid, business and entrepreneurship development, and agriculture.

Contact Name/ Supervisor: Sonia Buma

Placement Description & Logistics: Grant Coordinator Intern (Grant planning)

Role Description	Internship Tasks	Expected outputs
<p>The Grant Coordinator Intern may work remotely and report to the Program Manager and Board of Directors. The Grant Coordinator Intern will develop and implement internal grant and sponsorship strategies that allow Hope for Cameroon (HfC) to secure grants from governments, corporations, and other organizations whose values align with that of HfC. Initially, a major priority will be to research and apply for grants to support HfC’s projects on the education of internally displaced children, as well as on HfC’s Women Empowerment Initiatives – two major areas of HfC’s work.</p>	<ol style="list-style-type: none"> 1. Learn and understand HfC and its role in livelihood improvements of internally displaced persons. 2. Research grant writing strategies of similar NGOs. 3. Research and identify potential grantors whose values align with that of HfC. 4. Create grant and fundraising plans for long term capital campaigns for HfC. 5. Develop a financial plan for grant projects. 	<ol style="list-style-type: none"> 1. A brief presentation about HfC and grant planning workplan. 2. A comprehensive summary of grant writing strategies of similar NGOs. 3. A summary list of potential grantors. 4. A comprehensive grant and fundraising development plan for HfC’s long term capital projects. 5. A financial plan for HfC grants projects.

Title of Internship/Position 2: Social Media Manager Intern (Strategy)

Contact Name/ Supervisor: Sarah Godard

Role Description	Internship Tasks	Expected outputs
<p>We are looking for a passionate and creative Social Media Manager Intern who will be responsible for increasing Hope for Cameroon’s brand awareness through our social media platforms. This position will entail planning, implementing, managing and monitoring HfC’s Social media strategy, as well as networking with influencers, partners or similar organizations to improve Hope for Cameroon's visibility, and ultimately to ensure the success of our organization’s goals and objectives.</p>	<ol style="list-style-type: none"> 1. Learn and understand Hope for Cameroon and its role in livelihood improvements of internally displaced persons. 2. Develop, implement, manage and monitor HfC’s social media strategy. 3. Create informative and engaging content, including visuals that are relatable to HfC’s target audience to increase online community engagement. 4. Respond to incoming queries on all HfC social media platforms. 	<ol style="list-style-type: none"> 1. A brief presentation about Hope for Cameroon and a workplan for developing a social media strategy. 2. A comprehensive social media strategy for Hope for Cameroon. 3. Active social media platforms with engaging and informative content. 4. Increased response rate on all HfC social media platforms.

Additional Details.

Number of Interns: 2

Proposed Start Date: Immediate

Proposed End Date: TBD

Number of Work Hours per Week: 10-20. **The number of work hours and task load can be negotiated.**