

# 4T's TEACHING TEENS TO THINK

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## JOB SPECIFICATIONS

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<b>POSITION:</b>	<b>VOLUNTEER BLOGGER</b>
<b>REPORTS TO:</b>	<b>ADMINISTRATION ASSISTANT</b>
<b>LOCATION:</b>	VIRTUAL / WFO (WORK FROM HOME)
<b>STARTING TIME:</b>	1-2 HOURS PER WEEK
<b>ENDING TIME:</b>	REFER TO "STARTING TIME"
<b>POSITION TENURE:</b>	ONE YEAR
<b>START DATE:</b>	IMMEDIATE

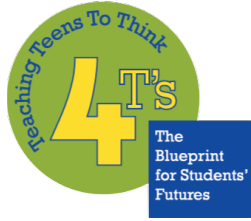
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## OVERVIEW

4T's – Teaching Teens To Think Blogger position is responsible for maintaining 4T's Blog. Blogs are to be posted on a weekly basis to 4T's Website.

## PRIMARY DUTIES AND RESPONSIBILITIES

- Write blog articles on a weekly basis, at least 1 blog per week
- Blog articles should support the Young Mothers INC Mission:
  - > 4T's – Teaching Teens To Think is a youth development organization that inspires inner-city youth to plan for their future.
- Weekly blog articles should cover any of the following topics
  - > Youth ages 16 - 24 in high school, serving as volunteers in an organization and/or gainfully employed
  - > Student tips, advice on high school/college education, employment, careers and entrepreneurship
  - > Entry-level career advice
  - > College education advice
  - > Time and Financial management
  - > Articles that inspire youth



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## REQUIREMENTS

- Current communications student, previous college experience or two years of online communications experience
- Editorial experience a plus, with an ability to maintain the "voice" of an organization
- Excellent writing/editing and verbal communications skills a must
- Passion for writing advice or interest articles intended for youth with goals to improve their education and soft skills
- Familiarity with editing and manipulating website content, preferably weebly user face on iPage.com
- High energy individual who is quick to learn
- Highly collaborative team member
- Self-starter who is able to work independently and entrepreneurially; enjoys creating and implementing new initiatives