

## ***Freedom Writers Foundation***

3335 E Ocean Blvd

Long Beach, CA 90803

<http://www.freedomwritersfoundation.org/>

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### **COMPANY DESCRIPTION**

The Freedom Writers Foundation (FWF) is a nonprofit organization, which gained international recognition from the feature film, Freedom Writers, and the New York Times bestseller, The Freedom Writers Diary. Central to FWF's mission is providing educators with tools to empower all students to succeed. As an operating Foundation with a global reach, FWF's research and programs focus on teacher training, student outreach, curriculum development and scholarships.

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### **DUTIES & RESPONSIBILITIES**

The Freedom Writers Foundation is looking for dynamic individuals for assistance in the following areas:

- Development and Fundraising
- Research
- General Administrative
- Marketing Communications, Graphic Design and Public Relations

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### **QUALIFICATIONS & REQUIREMENTS**

#### Advocacy Skills

- Engaging interpersonal skills and excellent communication skills
- Sound judgement and emotional intelligence
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Proficiency in MS Office and/or Google Suite
- Ability to work independently and in a group
- Experience with Social media channels (including Instagram, Facebook, Twitter, etc)
- Attention to detail and organized with an interest in analyzing data

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### **TIME COMMITMENT**

These are the requested periods of time by the employer

- 1- term (50-100 hours/10 weeks)
- 1- summer term (50-100 hours/5 weeks)
- 2- summer term (50-100 hours/10 weeks)

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### **HOW TO APPLY & DEADLINE**

Email resume and cover letter to Sue Ellen Alpizar at [sueellen@freedomwritersfoundation.org](mailto:sueellen@freedomwritersfoundation.org).  
Application is available year round.

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### **CONTACT INFORMATION**

For More information please contact Sue Ellen Alpizar at [sueellen@freedomwritersfoundation.org](mailto:sueellen@freedomwritersfoundation.org). You can also visit their website at <http://www.freedomwritersfoundation.org/>.