**To Apply**: please send the following to job@akojopo.org

1. All emails subject titles should be formatted as "NYSC Intern - First Name, Last Name"
2. NYSC call up letter
3. Cover Letter clarifying what role you are most interested in
4. CV or Resume
5. Optional but strongly recommended: a Google Drive link titled "[Your Name] Portfolio," including past work samples such as writing samples, project contributions, or any other relevant work that demonstrates your skills and experience.

**WE ONLY PLAN TO ACCEPT 1–2 INTERNS A YEAR ONLY APPLICANTS WHO WE BELIEVE ARE A STRONG FIT WILL BE CONTACTED. DUE TO VOLUME, WE ARE UNABLE TO RESPOND TO ALL SUBMISSIONS.**

***Applications that fail to follow the instructions listed in the To Apply section outlined above will not be reviewed.***

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**Role Title:** NYSC Intern

**Compensation Range:** ₦70,000 monthly / ₦840,000 annual

**Location:** Nigeria (Remote)

**Application Deadline:** Rolling submission

**Contracted Term:** One Year NYSC Placement Duration

**Time Commitment:** 20 Hours a week

**About Àkójọpọ̀:** Àkójopò is an international arts organization dedicated to promoting and integrating Pan-African music globally, celebrating its cultural richness and significance across diverse communities and diasporas. Through our concerts, e-commerce marketplace, and arts administration initiatives, we empower Pan-African art music communities and raise global awareness to celebrate the diverse heritage of African and Afro-diasporic music worldwide. You can learn more about our story here.

**Role Description/Responsibilities Available:**

**Administrative Intern:** Support our Concert, Publishing, and Arts Administration teams with scheduling, documentation, email correspondence, and general organizational tasks

**Marketing Intern:** Marketing opportunities include Social Media Coordinators who manage platforms, plan content calendars, and engage with the online community; Graphic Designers who create visual content for digital campaigns, events, and publications; and Video Editors who produce and edit promotional videos, interviews, and performance footage for digital platforms

**Development Intern:** Opportunities in development include roles such as Institutional Relations Assistant, who supports engagement with corporate, foundation, and government funders; Development Research Assistant, responsible for CRM data entry, donor prospecting, and research; and Grant Writers (volunteer or contract), who research, draft, and edit grant proposals.

*At Àkójọpọ̀, we are rooted in four core values: Àkójọpọ̀ (Yorùbá, Nigeria), which reflects unity through diversity; Ubuntu (Zulu, South Africa), emphasizing collaboration and community; Sankofa (Akan, Ghana), learning from the past to shape a better future; and Jabali (Swahili, East Africa), representing our strength to overcome barriers and empower future generations.*

**Publishing Intern:** Remote opportunities include internships supporting our core publishing initiatives such as Lessons & Workshops, the Community Directory, and our Blog. Volunteers may also take on specialized roles like Web Development Consultant or E-Commerce Developer, helping to build and maintain our website and online store. Other positions include Artist Management Assistant, who supports artists through scheduling, communication, and logistics, and Sales Manager, responsible for managing product listings, tracking sales, and developing growth strategies for our e-commerce marketplace.

**Education & Outreach Intern: I**nternational interns who participate as guest speakers in events and programs focused on music education, community engagement, and performing arts administration.

**Qualifications:**

1. NYSC Corps Member (with call-up letter)
2. Based in Nigeria with a personal laptop

**We welcome and encourage anyone interested in our mission to apply—especially those excited to contribute to a global, Pan-African arts community. You don't need to check every box to be considered, but here are some of the qualities and experiences we're especially looking for in our interns:**

1. Self-motivated, reliable, and able to work independently
2. Strong communication, organization, and multitasking skills
3. Experience in arts administration, events planning, or nonprofits (a plus, not required)
4. Passionate about Pan-African music and culture
5. Comfortable using Google Suite and other administrative tools
6. Sales or music publishing experience is a bonus
7. Interdisciplinary thinkers welcome—whether your background is in music, business, education, or culture

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