

# #HERFUTUREAFRICA

Equipping Young African Women  
To Build The Future

The Recreation Services Student Assistant is responsible for ensuring a positive experience for members and program participants by supporting daily operations, events, and administrative tasks.

## HERFUTUREAFRICA RECREATION SERVICES STUDENT ASSISTANT

### Position Overview:

- Create and schedule social media content using Buffer and newsletter through MailChimp.
- Assist with content creation for social media, photography, and graphic design projects.
- Update digital screens, posters, and presentation materials.
- Provide onboarding support for members and program participants.
- Provide facility tours and promote membership/program purchases.
- Assist with troubleshooting and resolving customer issues.
- Monitor and respond to department emails.
- Represent Recreation Services in a competent, courteous, and professional manner.

### Expectations:

- Full-time student at your university or college in Fall and/or Winter academic session.
- Excellent verbal and written communication skills.
- Ability to work and meet deadlines independently.
- Ability to work varied hours, including some evenings from 5:00 pm to 9:00 pm, Monday to Friday.
- Comfortable using social media tools and Microsoft Office/Google Suite.

Expected start date: August 18, 2026

Application Process: Interested candidates should submit their resume and a cover letter detailing relevant experience and qualifications for the position to [chidinma.mensah@herfutureafrica.org](mailto:chidinma.mensah@herfutureafrica.org)

\* Preference may be given to a student based on grant funding requirements.

Thank you to all that apply, however we will only be contacting those who qualify for interviews.