

LET US GET IN THE MIDDLE.



## **New York Peace Institute Communications Intern**

### **Job Description & Responsibilities**

The Communications Intern will work primarily with the Development and Outreach Officer to create social media and web content related to New York Peace Institute's programs and fundraising campaigns. They will also assist in developing an online fundraising campaign from the ground up and contribute their graphic design, marketing savvy and strategy, and project management skills to programs that provide alternatives to criminal court in Brooklyn, and free conflict resolution services to New Yorkers.

This internship will ideally start in mid-September and last through December with an option to continue through May 2019. It will be 15 to 20 hours a week. We are unfortunately not able to offer a paid internship; however, academic credits are available. This will be a great opportunity to learn the nuts and bolts of online fundraising and expand your portfolio.

#### **Duties & Responsibilities:**

- Support with maintaining and updating NYPI's social media accounts and website.
- Develop engaging visual content (such as info-graphics and memes), and written content to communicate NYPI's work to our clients and supporters.
- Assist in the project management and creation of content for our #BrooklynGives and End of Year campaigns, including short videos, stories, memes, and info-graphics related to our Criminal Court programs.
- Assist with photographing events and posting to social media.
- Assist with communications related to annual report and special events, including creation of print and online material.
- Some data entry related to current contact database and migration to new database.
- Other tasks as required to assist with the overall strategy of NYPI as it relates to development and communications.

#### **Qualifications:**

- Excellent written and oral communication skills with considerable social media experience.
- Graphic design skills and proficiency in creating eye-catching and innovative content; proficiency with graphics programs, such as Adobe Photoshop, and interest/experience in web design are pluses.
- Strong computer skills: Microsoft Office Suite (emphasis on Word and Excel), Social Media (Facebook, Twitter, etc.)
- Excellent organizational, time-management, follow-up, and administrative skills with a strong attention to detail
- Self-starter, flexible, with ability to work independently.
- Previous experience in a non-profit environment preferred.

#### **Pluses:**

LET US GET IN THE MIDDLE.



- Fluency in more than one language.
- Some knowledge of NYC criminal justice alternatives and initiatives.
- Knowledge of NYC neighborhoods, politics, and history.
- Previous leadership positions in school government or other youth/student-led groups.

### **How to Apply**

Please submit a resume and 100-300 word answers to the following two questions:

- After reading about our [Mediation](#) and [Conflict Coaching](#) services, and our Criminal Court Mediation and Conflict Coaching programs on our [website](#), suggest three social media posts that we could use to promote these services.
- Describe a social media, email, or other digital campaign you have been a part of. What was your role? What was successful? What did you learn?

Please submit your resume and the answers to the two questions as one PDF file to [akeye@nypeace.org](mailto:akeye@nypeace.org) with the subject line "Communications Intern Application- Your Last Name." Example: Communications Intern Application- Smith.

No phone queries please. Only candidates selected for an interview will be contacted. Candidates who are selected to move to the next round after the initial interview will be asked for references, and examples from social media and marketing campaigns they have led and contributed to.