



THE JUNIOR LEAGUE  
OF THE CITY OF NEW YORK, INC.  
130 EAST 80TH STREET  
NEW YORK, NY 10075  
212 288-6220

## Job Description Communications Intern

**Location:** New York, NY  
**Industry:** Nonprofit

**Internship for College/University Credit  
Exempt  
Reports to the Communications Manager**

### **Organization:**

The New York Junior League (NYJL) is an organization of women committed to promoting volunteerism, developing the potential of women, and improving communities through the effective action and leadership of trained volunteers.

With an annual budget of approximately \$3,000,000, the NYJL's operations are primarily financed through membership dues, volunteer-supported fundraising events campaigns.

NYJL volunteers are bound by a single goal: to improve the health and well-being of women, children, and families in our city. To learn more, please visit the website at [www.nyjl.org](http://www.nyjl.org).

### **Position summary:**

The New York Junior League seeks a current undergraduate- or graduate-level student **to receive university credit for an internship** with its Communications team, **for 10-15 hours, over 2-3 days during the week throughout the Fall 2019 semester**. The Communications intern would assist in the creation and publication of communications campaigns and initiatives and provide general support to the NYJL's Development and Communications team.

In return, the NYJL will provide an opportunity for the intern to gain valuable experience and familiarity with areas such as communications strategy and planning, email marketing, and social media outreach to internal and external audiences. The intern would also learn about project management as well as the day-to-day operations of a nonprofit organization that is invested in New York City's future.

### **Responsibilities include:**

- Support development of targeted campaigns, as directed by the NYJL's three-year strategic plan and communications strategy
- Collaborate with NYJL's committees to identify and produce stories for marketing emails, blog articles, social media posts, and grant proposals
- Assist with the development of messaging for use in event promotions, marketing materials, press materials, social media posts, talking points, and other projects
- Research non-profit communications trends, influencers, and New York City news outlets to inform NYJL's content creation
- Help collect and analyze data on NYJL's communications efforts
- Assist with special projects as needed

**Required skills and qualifications:**

- Excellent writing, editing, and proofreading abilities
- Strong research skills
- Some knowledge about Instagram, Facebook, Twitter, and other social media platforms
- Desire to learn more about development and communications
- Knowledge of Microsoft Office and Google Drive applications
- Good interpersonal skills and attention to detail

**Desired, but not required, experience with the following tools:**

- Intranet and content management: Digital Cheetah and/or WordPress
- Graphic design and photo editing: Photoshop, Lightroom, Illustrator, and/or Canva
- Project management and publication platforms: Hootsuite, Tweetdeck, Trello, Slack, and/or Asana

**Application:**

For more information or to apply for this position, please email your cover letter and resume to: HR@nyjl.org.

**Application deadline:**

Position is available immediately.

The New York Junior League is an equal opportunity employer. We recruit, hire, upgrade, train, and promote for all positions and job classifications without regard to race, color, religion, creed, gender, national origin, age, physical or mental disability, marital, veteran or disabled veteran status, sexual orientation, or any other status as a member of any other legally protected group or activity.