

LITERACY PARTNERS

Communications Intern

About Literacy Partners:

Literacy Partners aims to break the cycle of poverty and illiteracy for this generation and those to come. Through our free adult literacy classes, New Yorkers gain the skills they need to succeed in their education, at work, at home, and in their families. <https://literacypartners.org/>

We are committed to diversity and a proud Equal Opportunity Employer. We are committed to creating an inclusive environment for all employees.

Internship Description:

The Development and Communications Department of Literacy Partners in New York City is seeking a Communications Intern. He/she will work primarily with the Senior Manager for Development and Communications to implement a focused communications strategy. The intern will learn how to undertake communications research, manage social media channels, coordinate and plan e-blasts, design graphics, contribute to the production of collateral materials, assist with web analytics, and hone their writing skills.

Essential Functions:

- Undertake communications research for social media channels
- Draft and schedule social media content on all channels
- Monitor analytics and engagement with online community
- Assist with the development of content for collateral materials including print and electronic newsletters, annual report, website and social media stories, creation of graphics, and other materials as needed.

Qualifications:

- Enrolled in an undergraduate or graduate program in New York City.
- Excellent oral and written communication skills.
- Highly motivated and able to work independently or part of a team.
- Keen attention to detail.
- Creative and innovative - you have interesting ideas.
- Proficiency in Hootsuite or other social media scheduling app.
- Graphic design experience a plus.
- Experience with archiving and developing photo and video content a plus.
- Basic understanding of WordPress a plus.
- Basic understanding of Google Analytics a plus.
- Previous internship or related experience in communications is a plus.

Hours: Applicants are asked to commit a minimum of 12 - 15 hours a week to the internship.

Compensation: This is an unpaid/volunteer internship. Metrocard reimbursement is provided.

To Apply: Please send a cover letter and resume along with one short writing sample to Gohar Chichian at goharc@literacypartners.org. Please use the subject line "Communications Intern." No phone calls please. Candidates selected for the interview phase will be contacted.