

SUMMER 2021 COMMUNICATIONS INTERNSHIP

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

Position Summary

The Fresh Air Fund is hiring Summer Communications Interns to assist the Communications Department on various projects and initiatives. Interns will gain an interactive, hands-on experience in the nonprofit communications field, including media relations, publicity and social media. The ideal candidate takes initiative, is well-organized and has outstanding attention to detail with previous communications and writing experience.

This is a seasonal role that is scheduled to run from June 28, 2021 to August 20, 2021. This position is remote and will report to the Communications Coordinator.

Responsibilities

- Interview Fresh Air Fund children, parents, alumni and host families.
- Navigate participant records in Salesforce database.
- Support creation of digital content for our blog and social media.
- Conduct social media and other digital trend research.
- Support uploading and curating content, including cataloging and tagging photographs.
- Other duties as assigned.

Qualifications

- Currently enrolled in college.
- Required experience: 1-2 years (including internships and work-study programs).
- Excellent writing, time management and communication skills.
- Collaborative work ethic.
- Strong organizational and interpersonal skills.
- Drive to learn in a fast-paced environment.
- Video editing experience as well as social media, photography or graphic design experience a plus.
- Interest in joining a youth development organization and supporting its mission and vision.

Employment Period: June 28 – August 20, 2021

Hours per Week: 35

Compensation: \$15/hour

Benefits: None

Application Instructions

To apply, please submit an application at: <https://freshairfund.workbrightats.com/jobs/>. **Please make sure you upload a cover letter in the application. Applications without a cover letter will not be considered.** We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.