



Job Opportunity

Communications & Marketing Intern

Division: Communications & Marketing

Work Schedule: 7.5-15 hours per week, 8-10 weeks

Exemption Status: Intern

Organizational Overview:

Henry Street Settlement opens doors of opportunity to enrich lives and expand human progress for Lower East Side residents and other New Yorkers through social service, arts, and health care programs. Building on its 125-year legacy of innovation and effective programming, Henry Street serves more than 50,000 people each year and is one of New York City's largest social service agencies.

The Communications & Marketing Department is responsible for promoting the mission and programs of Henry Street Settlement through publications and digital platforms, media relations, advertising and other recruitment vehicles, signage, brand consistency, and the History Project.

Job Summary:

The Communications & Marketing Intern will assist the department with specific media and other research and outreach projects as well as day-to-day needs of the department. Specific projects may include:

- Research tourism/travel publications to promote our permanent exhibition, *The House on Henry Street*
- Research area apartment complexes and businesses for marketing/fundraising purposes
- Write articles for the organization's website
- Develop outreach ideas for Henry Street's jobs and college-success programs
- Photograph Henry Street events for social media and the website
- Perform administrative tasks including minor data entry

Qualifications:

- Currently enrolled in a 4 year bachelor undergraduate program – Communications, Journalism, or Marketing preferred
- Excellent writing and research skills



- Good organizational skills
- Ability to work independently and multi-task
- Strong verbal communications skills
- Photography and graphic design abilities are a plus

Essential Physical Job Functions:

- Ability to walk up one flight of stairs to the office

How to Apply

Email your resume and cover letter to jobs@henrystreet.org with “Communications & Marketing Intern” as the subject title.

Due to the high volume of applicants, only qualified candidates will be contacted.

Henry Street Settlement offers excellent benefits and is an Equal Opportunity Employer/Program