



Communications Intern

Organizational Overview:

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth involved in New York City child welfare proceedings. Our mission is to ensure children and youth involved in the child welfare system have their needs met and rights protected, and children in foster care move into safe and permanent homes as quickly as possible. The children, youth and families we serve have been impacted by intergenerational trauma, structural racism and chronic poverty. We are actively working to fully integrate trauma-informed, anti-racist principles into our work. We partner with family members and their allies to support them in overcoming barriers to safety, stability and family reunification and achieving equitable outcomes.

We strongly encourage candidates fluent in multiple languages and candidates from groups that have historically experienced oppression to apply. We are committed to advancing racial justice and civil rights in our advocacy, and we value the dynamism and perspective that staff diversity, equity, and inclusion bring to the work and culture of our organization. We strive to promote behaviors, attitudes and policies that enable us to work inclusively and effectively in cross-cultural situations with clients, co-workers, and community partners. We actively recruit and seek to grow and maintain a staff that is diverse along many axes, including but not limited to race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity; and to develop a pathway to leadership opportunities for people from historically oppressed populations.

Position Description:

CASA-NYC seeks a dynamic, motivated, and knowledgeable **Communications Intern** to support our 3-person Development & Communications Department with various tasks and research related to social media, graphic design, and digital campaigns. The Communications Intern is someone who wants to build their portfolio while learning skills and gaining valuable, practical experience. This is a paid internship position that will have the ability to work flexible hours, up to 20 hours a week. This is an excellent opportunity to experience a growing organization in a role with significant room for a self-starting candidate to bring creativity and innovation to their work.

Responsibilities:

- Design and produce communications materials for print and digital distribution
- Assist with the conceptualization and execution of social media campaigns
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Develop content including newsletters, infographics, videos
- Perform market research around new tools and technology, communication outlets, trends within the nonprofit sector
- Support the Development & Communication Coordinator with interviews of youth and volunteers, and draft copy for profiles, press releases, etc.
- Develop new strategies for increasing engagement
- Ensure brand messaging and positioning is consistent
- Other duties as assigned

Qualifications:

- Excellent writing and editing skills
- Skills in graphic design, InDesign, Canva, other design software strongly preferred
- Some photography experience preferred
- Strong problem-solving and trouble-shooting skills
- Familiarity with social media management tools
- Exceptional organization skills and attention to detail
- Strong time management skills and ability to establish priorities and meet deadlines
- Passion for CASA-NYC's mission and a sincere commitment to our diversity, equity, inclusion, and belonging goals
- Candidates enrolled in undergraduate or graduate programs in communications, public relations, marketing, advertising, journalism, or design are welcome to apply and use this experience for credit in their degree-program, if applicable
- Candidates with relevant work experience and/or lived experience in the child welfare system are highly encouraged to apply
- Must be able to pass a background check

To apply please email your resume, a cover letter, and any relevant writing or design samples to jobs@casa-nyc.org with "Communications Intern" in the subject line. **Only applications received via jobs@casa-nyc.org will be considered. Any other application methods will not be reviewed, including applications sent via direct message or any other application portal.** Applications will be accepted and reviewed on a rolling basis.

Please take the time to include in your cover letter a thoughtful answer to the following question. Applicants who do not respond to this question will not be considered for the position.

How have your background and experiences prepared you to contribute to CASA-NYC's ongoing efforts to increase diversity, equity and inclusion in the workplace, and/or to advocate for justice for children and families disproportionately impacted by the child welfare system?

Feel free to think broadly in your response to this question, applying any relevant personal and/or professional experiences.

Please also reference in your cover letter where you saw this posting.

No phone calls please. Only applicants considered for the position will be contacted by CASA-NYC.