



Development & Communications Intern

Organizational Overview:

CASA-NYC is a volunteer-based, not-for-profit organization that provides advocacy for children and youth in New York City foster care. Our mission is to ensure that young people involved in the NYC child welfare system have their needs met and rights protected and that children in foster care are moved quickly into safe, stable, nurturing and permanent homes—with their families of origin whenever 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 is looking to hire a motivated intern to support our Development & Communications Department. The role is split across two areas: communications duties, including social media coordination, graphic design, and digital campaigns; and development duties, including grant prospecting, grant writing and reporting, events and event planning, database administration, and other responsibilities as needed.

Reporting to the Manager of Communications & Institutional Giving, the intern will support the entire Development & Communications team while building their portfolio and gaining valuable, practical experience in nonprofit development and marketing. This is an opportunity to take on a

role with significant room for a self-starting candidate to bring creativity and innovation to their work.

We will be looking for a minimum commitment of one academic semester, with the possibility of extension, depending on performance and sustained funding for the position. Preference may be given to candidates who can commit to a longer time-frame. Please indicate your projected availability in your cover letter.

This internship is a hybrid position for up to 21 hours per week. Until October 29, the position will be based out of our office at 48 Wall Street; after that date, it will be based out of the Interchurch Center at 475 Riverside Drive. While we are happy to work around school and other scheduling commitments, the intern will be expected to be in the office approximately one day/week. The position will be hourly, with compensation set at \$25/hour.

Responsibilities:*Communications:*

- 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, and/or videos
- Conduct interviews of youth and volunteers, and transcribe interviews
- Explore and pitch new strategies for increasing digital engagement
- Perform market research around new tools and technology, communication outlets, and trends within the nonprofit sector

Development:

- Assist with grant prospecting and research
- Support grant writing and reporting
- Assist with events and event planning
- Support database administration and data entry
- Other duties as assigned

Qualifications:

- Experience in graphic design, ideally with knowledge of InDesign, Photoshop, or Canva
- Strong writing and editing skills
- Strong problem-solving skills, ability to troubleshoot, and attention to detail
- Familiarity with social media management tools
- Some photography experience preferred
- Familiarity with database or CRM tools preferred
- Passion for CASA-NYC's mission and a sincere commitment to our diversity, equity, inclusion, and belonging goals (see required question below)
- 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

To apply, please email your resume, a cover letter, and 1-2 relevant graphic design samples and/or writing samples to jjohnson@casa-nyc.org with "Development & Communications Intern" in the subject line. In your cover letter please share how your background and experiences prepared you to contribute to the work of CASA-NYC? Feel free to think broadly in your response to this question, applying any relevant personal and/or professional experiences.

Only applications sent to jjohnson@casa-nyc.org will be considered. Applications will be accepted and reviewed on a rolling basis.

Please also reference in your cover letter where you saw this posting. Only applicants considered for the position will be contacted by CASA-NYC.