



Communications and Journalism Intern

Opportunity Summary:

The Communications and Development department at The Fortune Society has an exciting internship opportunity for students interested in pursuing a career in Public Relations, Journalism, or Media Communications. Our intern will have the opportunity to help tell the stories of people with justice involvement; gain exposure to writing and editing for digital platforms and print publications; assist in communicating a large agency's core messaging; help execute communications and fundraising campaigns; and leverage supporters to advance an agency's mission, advocacy agenda, communications, and fundraising goals.

Reports to: Senior Director of Major Gifts and Communication

Location: Long Island City, NY

Days/Hours: Monday to Friday, 12 to 20 hours per week.

Internship Projects:

- Learn how a large nonprofit agency communicates with external audiences by writing and editing blog posts, stories, fundraising appeals, news articles, and other communications and fundraising collateral for digital and print publications;
- Learn how marketing materials are crafted by collaborating with key staff members to draft agency-wide fundraising, communications, and marketing collateral;
- Learn how data informs marketing decisions, and what available tools there are to help organize and analyze key marketing metrics;
- Learn how to interact with story subjects by interviewing staff, volunteers, clients and board members to collect stories and experiences for distribution on digital and print platforms;
- Learn how to render concepts into print and other collateral by coordinating with the graphic design intern to transform concepts into reality;
- Learn how to write, edit, and format for digital and print platforms;
- Learn how to fact check content for accuracy;
- Learn about a broad range of subjects surrounding Fortune's work and criminal justice reform by tracking press and digital coverage of Fortune and related issues.

Preferred Background:

- Bachelor's degree and or Master's degree candidate, preferably in Journalism, Public Relations, Media Communications, Political Science, or English;
- Strong writing, editing, fact checking, proofing, research, and verbal communications skills;

- Strong organizational and problem solving skills;
- Strong passion and desire to promote the mission and work of The Fortune Society;
- Ability to work independently, as well as collaboratively, and manage time effectively in a fast-paced, high-energy environment;
- Knowledge of Microsoft Office Suite (Word, Excel, PowerPoint);
- Knowledge of One Drive
- Knowledge of Google apps (Google Docs and Google Sheets);
- Knowledge of social media platforms (Facebook, Twitter, Instagram, LinkedIn, Youtube) a plus;
- Knowledge of social media management platforms (Hootsuite, Later, Iconosquare, Curalate) a plus;
- Knowledge of WordPress, Mailchimp, Raiser's Edge, and Online Express a plus;
- Knowledge of Adobe Creative Suite (InDesign, Photoshop, Illustrator, InCopy, Lightroom) a plus.

Travel Opportunities:

Participation in agency and citywide events may be possible as part of this internship.

Physical Demands:

This internship may require lifting and moving boxes of files weighing up to 25 pounds.

To apply for this internship, please send your resume, a writing sample, and a cover letter explaining your interest in the internship and The Fortune Society, to sgeier@fortunesociety.org.