Citizens Union’s (www.citizensunion.org), mission is to make democracy work for all New Yorkers. Working to ensure fair elections, clean campaigns, transparent and responsible governance, Citizens Union not only seeks to inform debate on public issues, it helps formulate public policies that affect the lives of all New Yorkers. Our research/education arm, Citizens Union Foundation, publishes Gotham Gazette (www.gothamgazette.com), an online publication that informs New Yorkers about NYC policy and politics. Among its services are a daily digest of local news and links, reference information about city and state government and stories that provide New Yorkers with contextualized policy news.

The Development & Communications Intern supports Citizens Union’s marketing, communication and development functions, working closely with the Development Director and Communications & Public Policy Manager.

Responsibilities

Communications

- Deepen social media activity of Gotham Gazette and Citizens Union (i.e. Facebook, Twitter, and similar community sites, posting on relevant blogs)
- Share interesting, high-quality content regularly using the language of social media
- Develop strategies for engaging new audiences and collecting more fans
- Drive traffic to GG and CU websites and build community using social media and other outreach
- Create and monitor effective benchmarks for measuring the impact of social media programs; analyze, review and report on effectiveness of campaigns
- Monitor emerging social media tools, trends and applications

Development

- Monitor development and fundraising practices
- Research potential donors and draft grant applications
- Update records and materials
- Help with fundraising events

Qualifications

- Ability to effectively communicate verbally and in writing, and build and maintain relationships
- Good technical understanding and ability to pick up new social media tools quickly
- Knowledge of and interest in social media
- Computer proficiency important
- Interest in politics, policy, and civic life necessary
- Publicity, marketing or sales experience a plus
- Grant proposal writing experience a plus

Length of internship is 3 months with possible extension. We require a minimum of the equivalent of two full days per week (16 hours) during normal business hours and we can work with your academic institution regarding receiving credit. We do not offer paid internships; however, we provide a modest travel stipend. Interns are encouraged to bring laptops for use at CU’s office.

To Apply:

Please send your application with a cover letter and resume to: internship@citizensunionfoundation.org. Let us know why you are interested in this internship, when you hope to start and how much time you can spend with us!

Follow us on Facebook and Twitter!