

Press and Media Relations Intern

The NYC Commission on Human Rights is the agency charged with enforcing the New York City Human Rights Law (NYCHRL) – one of the most expansive civil rights laws in the nation. The Commission accepts claims filed by the public and has the power to initiate its own investigations to affirmatively root out discrimination, harassment, retaliation and other violations of the NYCHRL. The Commission also takes action against prejudice, intolerance, bigotry, discrimination and bias-related violence or harassment through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. All agency staff work towards the shared goal of fostering mutual understanding and respect among all New Yorkers and encouraging equality of treatment throughout the City.

The Commission is seeking a Press and Media Relations Intern to assist in the planning and execution of the Commission's long-term communications strategy. The Press and Media Relations Intern will support the Communications and Marketing team in a number of areas relevant to pitching stories, drafting and sending press releases, creating talking points and monitoring news stories.

The Press and Media Relations Intern will be a part of the Commission's Communications and Marketing team and will report to the Press Secretary.

Please note that due to the current exceptional circumstances resulting from the pandemic, participation in the internship will be conducted remotely for its duration.

Responsibilities include:

- Support the Press Secretary in drafting and distributing press releases
- Research journalists and outlets
- Pitch stories to journalist as assigned by the Press Secretary
- Assist with media monitoring and compilation of daily media clips
- Attend meetings, briefings, and events with Press Secretary
- Collaborate with the Communications and Marketing team on ad campaigns, events, and other communications projects
- Organize and maintain press lists and other materials
- Assist with special projects, as needed
- Other duties as needed.

Qualifications:

- Currently enrolled in a 2 or 4-year degree program.
- Majoring in communications, journalism, writing, English, public relations, public policy or public administration
- A strong command of the written word
- Excellent organizational skills and attention to detail
- Awareness of current news cycles and trending topics

- Professional demeanor and discretion
- Knowledge of City, State or Federal government or desire to pursue a career in public service.
- Commitment to human rights and the mission and values of the NYC Commission on Human Rights.
- Bilingual ability a plus

Hours and Availability

This is unpaid position. You must be able to receive college credit for consideration.

The Commission on Human Rights requires at least 7 hours per week and a minimum commitment of 4 months.

To apply please send resume, cover letter, and sample press release as PDFs to amccauley@cchr.nyc.gov. Only candidates selected for interviews will be contacted.