

Social and Digital Media 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 Social and Digital Media Intern to assist in the planning and execution of the Commission's long-term communications strategy. The Social and Digital Intern will support the Communications and Marketing team in a number of areas relevant to digital marketing, social media, video production, and vendor relations.

The Social and Digital Media Intern will be a part of the Commission's Communications and Marketing team and will report to the Marketing and Social Strategy Manager.

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 Marketing and Social Strategy Manager on executing the Commission's content production for agency social media, from concept to creation
- Assist with research to develop creative content for agency announcements and other content
- Work with the Video Production Manager on pre-production, filming, and staging of video content
- Assist with drafting copy for Commission website as needed
- Work on researching new platforms to incorporate on agency website
- Attending and participating at department and staff meetings
- Assisting with special projects, as needed
- Other duties as needed.

Qualifications:

- Currently enrolled in a 2 or 4-year degree program.
- Working knowledge of social media platforms including Twitter, Facebook, Instagram, LinkedIn, YouTube, and Medium..
- Knowledge of social media management tools such as Tweetdeck and Hootsuite.
- Working knowledge of video/motion graphics software a plus.
- 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 social media writing samples, to mwollner@cchr.nyc.gov. Only candidates selected for interviews will be contacted.