

Communications Intern (Unpaid)

Reports To: Director of Communications

Hours: Part Time (Monday-Friday); a minimum of 10 hours/week

Schedule: Flexible

Location: New York City/Bronx

Start Date: June 1st, 2017

To Apply: Please send resume and cover letter to MarketingInterns@buildon.org

Overview of the Organization

buildOn is a not for profit organization working to break the cycle of poverty, illiteracy and low expectations through service and education. buildOn runs intensive community service and service learning programs in 44 high schools across the U.S. and empowers youth to contribute direct service to their communities – working with senior citizens, the homeless population and younger children. Through buildOn, students learn to see themselves as the solution, not the problem. They elevate expectations for their communities and themselves. And they develop the character, grit and determination they need to succeed. **97% of buildOn students in the U.S. not only graduate from high school, they go on to college!** These same students help build schools in some of the economically poorest countries in the world, bringing access to education to hundreds of communities. buildOn students have contributed more than 1.8 million hours of service in the U.S., and have helped build more than 1055 schools in Burkina Faso, Haiti, Nepal, Nicaragua, Malawi, Mali, and Senegal.

Overview of the Role

We currently have an unpaid internship available with our Director of Communications. This is a great opportunity to enhance your communication and publicity skills applicable in both the for-profit and non-profit sectors, while contributing to meaningful social change! The internship will provide hands-on experience in the day-to-day Communications/Publicity needs of this busy non-profit.

What you'll do and learn:

Interns can expect to play an integral role in the department and will be involved with many aspects of buildOn tasks will include:

- Helping manage buildOn's Press
- Learn how to formulate Press Releases and Pitches

- Learn the CISION Platform and how to pull together outlets for pitching.
- Attending local service with Communications Director
- Work with the Communications Director to find stories and refine your storytelling.
- Basic administrative duties

Who we are looking for:

- Commitment to buildOn's mission and core values
- Must be able to dedicate a minimum of 10 hours per week on a regular defined schedule
- Must be enrolled in a accredited university or college
- Interest in pursuing a career in Communications / Public Relations / Publicity
- Detailed-oriented with excellent interpersonal, verbal, and written communication skills
- Organized and highly driven

College credit is available depending on the requirements of your college or university.

If selected for the position, you must pass a background check.

buildOn is an equal opportunity employer. To learn more and to get involved, visit us at www.buildon.org