

# NYYM Communications Intern Job Description

## **Overview**

[New York Yearly Meeting](#) (NYYM) is seeking a summer intern to join our Communications team. NYYM is a religious nonprofit organization working to support the work of Quakers. The Communications Intern will work primarily to index and populate our web-based newsletter archive. The Communications Intern will work with the Digital Communications Director to index, tag, and build web pages for articles from back-issues to create a searchable web archive. Strong reading comprehension skills are required for tagging and sorting, as well as strong computer skills to navigate our content management system, on which our website is built. NYYM will provide a laptop computer to facilitate this work in our Manhattan office, with the possibility of remote work hours as well.

## **Supervision/Oversight**

The Communications Intern works under the supervision of the Digital Communications Director.

## **Qualifications**

The Communications Intern shall have some understanding of Quaker testimonies and practice. It is desirable that this person be connected to The Religious Society of Friends in some capacity (for example, through a monthly meeting, Quaker school, or other Quaker-affiliated organization), however this is not a requirement. This person must have strong communication skills, typing proficiency, and comfortable with the use of modern web browsers. Familiarity with HTML/CSS is not required, but recommended.

## **Responsibilities and Duties**

1. The primary project for this position is the creation and development of an indexed archive for our periodical publication.
2. If time, abilities, and interest allow, the Communications Intern can also work on other projects such as our social media pages and help develop a social media marketing campaign.

## **Accountability**

The person serving in this position will:

1. Meet regularly with their supervisor, the Digital Communications Director.
2. Keep a log of activities.
3. Participate in performance evaluations.

## **Hours and Compensation**

This position is part-time, 10-15 hours per week, depending on availability and abilities. Compensation is \$13/hour.

**Application form:** Please submit Google Form here: <https://goo.gl/forms/4nC44cnLs5soqoXz1>