Intern Position Description:

Title: Communications Intern  
Department: External Relations  
Site: Hudson Guild’s Elliott Center (441 W. 26th Street, New York, NY 10001)  
Supervisor: Nami Patel  
E-mail Address: npatel@hudsonguild.org  
Positions Available: 1  
Availability: This internship requires a minimum of 10 hours a week. Dates/times flexible.  
*Only part-time college students will be considered for this position.

Intern Description:

Hudson Guild seeks a self-motivated undergraduate student to assist the External Relations team with fundraising and marketing efforts. The intern will play a key role in supporting the Communications Associate with daily communications activities, including contributing to social media and the e-newsletter; recording and analyzing analytics; managing press materials; coordinating print production; and attending events. Ideal candidates should be well organized and willing to take on a diverse array of tasks. Some design experience preferred.

The intern will participate in staff meetings, be expected to think creatively and strategically to contribute to the External Relations team, and work collaboratively with a variety of program staff as needed. The intern will be supervised by the Communications Associate.

Hours are flexible, with a minimum of 10 hours on-site at Hudson Guild’s West 26th St. location.

Responsibilities:

- Maintain and build press lists
- Assist with implementation of social media strategy and growing Hudson Guild’s online presence
- Building social media content library
- Report on social media and web analytics
- Assist with drafting and designing print marketing materials for program outreach and events
- Provide administrative and clerical support
- Organize and maintain photo database
- Manage production and updating of Hudson Guild’s media packets and related materials
- Assist with web updates and online graphic design related to Hudson Guild’s various marketing and outreach materials