

Job Title	Communications Intern
PVN ID	VB-1808-002654
Category	Managerial and Professional
Location	OFFICE OF SR VC-BUDGET, FINANCE & FISCAL POLICY
Department	CUNY Institute for State and Local Gover
Status	Full Time
Hourly Rate	\$15.00-\$21.00
Hour(s) a Week	35
Closing Date	Mar 26, 2021 (Or Until Filled)

General Description

Overview

The Institute for State and Local Governance (ISLG) is an institute within the City University of New York. The Institute's mission is to assist current and future leaders in government, non-profit organizations and the private sector, in the U.S. and internationally, by offering research, technical assistance, and education and training to improve the financing, delivery and measurement of critical public services. The Institute's director, Michael Jacobson, previously served as NYC's Probation and Correction Commissioner and president of the Vera Institute of Justice.

The Institute is recruiting an intern for the Fall 2018 semester to assist in ISLG's communications work across the Institute's various projects. This is an excellent opportunity for individuals who are eager for deeper understanding of communications-related work and government policymaking in New York City and beyond in a number of areas including criminal justice, infrastructure and transportation, government operations and finance. ISLG currently works in more than 45 cities on a variety of projects, including consulting and providing data oversight on the MacArthur Safety and Justice Challenge, studying the impact of fines and fees in the criminal justice system, building empirical indicator systems that measure and track inequality at the city level, performing in-depth government agency analyses that can lead to greater efficiencies and budget savings, providing oversight and grants management on the Criminal Justice Investment Initiative for the Manhattan District Attorney's Office, as well other projects. For a complete list and more information about ISLG, please visit www.islg.cuny.edu. Junior and senior undergraduate students, recent graduates, law students, and graduate students are welcome to apply.

Position Description

Reporting to and working closely with the Associate Director of Communications, the intern will work on a range of tasks, which *may* include but are not limited to:

- Providing hands-on daily maintenance of ISLG's Facebook, Twitter, and LinkedIn accounts, including content development
- Monitoring local, state, and national news and social conversation to inform social content and to draft responsive social media messages
- Reviewing, monitoring, collecting, and reporting analytics data for social media accounts
- Brainstorm, contribute, and edit content for ISLG's website or sites it manages (including cjii.org and equalityindicators.org)
- Assist in planning, writing, and managing email communications with subscribers
- Collaborating with other staff on new ideas, approaches, and tools for communicating with ISLG's audience
- Other tasks as needed to support ISLG's work.

Other Duties

How to Apply

You will need to submit the following materials:

1. ISLG's Internship Program application form (which will be emailed separately to all candidates once applicants submit their cover letter and curriculum vitae via the Research Foundation website)
2. A cover letter describing your qualifications and area(s) of interest, how you hope to contribute to ISLG's mission, and your proposed start and end dates and work schedule. (1 page limit)
3. A resume or curriculum vitae. (1 page limit)
4. The contact information for 2 references (preferably professors or former supervisors of employment relating to the work of ISLG).
5. An academic or professional writing sample. (3 page limit)

Incomplete application packets will not be considered.

Qualifications

- Currently enrolled in a degree program at a CUNY school or graduated from such a program within the last year
- Demonstrated professional and/or academic experience or knowledge of communications, public relations, public affairs, marketing, etc., especially within higher education, nonprofit, and/or government context
- Interested in a subject matter related to one or more of ISLG's issue areas, such as criminal and juvenile justice; infrastructure and transportation; government finance and budgeting; government operations & contracting; nonprofit governance, contracting, & spin-off; social service operations; urban design and development; higher education; and tax policy
- Knowledge of NYC's social service, criminal justice, and/or related system landscape is a plus

- Good knowledge and understanding of available social media tools and platforms
- The ability to understand and adopt ISLG's "voice" (conversational tone, informed about the issues but able to talk about them in accessible way to others who may not know much about the topic but are interested)
- Excellent time management skills and experience working in deadline-driven environments
- Excellent writing skills
- Ability to prioritize and work on a number of tasks simultaneously
- Ability to communicate in a professional manner with colleagues and external contacts
- Ability to commit to a consistent schedule of approximately 35 hours per week for the internship period (i.e. summer or the spring or fall semester)

The CUNY Institute for State and Local Governance and the Research Foundation of the City University of New York are an Affirmative Action/Equal Opportunity/Americans with Disabilities Act/Protected Veterans Status/ E-Verify Employer