

# the *Fresh Air* fund

*because a summer can last a lifetime™*

## **Summer 2019 Communications Internship**

**The Fresh Air Fund**, an independent, not-for-profit agency, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Each summer, thousands of children visit volunteer host families along the East Coast and Southern Canada and at The Fund's five overnight camps in Fishkill, New York. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit [www.freshair.org](http://www.freshair.org).

**The Fresh Air Fund is seeking talented and passionate interns to assist the Communications department's staff from June 3<sup>rd</sup> through August 9<sup>th</sup>, 2019. The hours are 9:00 am—5:00 pm, Monday – Friday.**

*The intern will gain an interactive, hands-on experience in the nonprofit communications field, including media relations, publicity, and social media. By drafting, pitching, and writing press releases and feature stories, the intern will develop an in-depth understanding of presenting written and visual content to different audiences to support a mission-focused nonprofit organization.*

### Responsibilities:

- Coordinating, writing and pitching: feature stories, media alerts, press releases and letters to hundreds of media outlets along the East Coast and Southern Canada
- Interviewing Fresh Air Fund children, parents, alumni, and host families, and writing feature stories based on interviews
- Making follow-up calls to media outlets to help secure press placements
- Drafting and scheduling social media posts using Hootsuite and Later
- Assisting with other department tasks such as the creation of promotional materials, and cataloging and tagging photographs using photography management system

### Qualifications:

- Passion for The Fresh Air Fund's mission
- Drive to learn
- Experience with Facebook, Instagram, Twitter, and LinkedIn
- Excellent time management and communication skills

- Collaborative work ethic
- Strong organizational and interpersonal skills
- Strong writing skills
- Photo, video, and/or graphic design experience is a PLUS

Details:

- Job Type: Internship
- Compensation: \$15/hour
- Required education: Currently earning a Bachelor's Degree
- Required experience: 0-2 years (including internships and work-study programs)

The intern will report primarily to the Communications Coordinator and to the Director of Communications.

To apply, please send a cover letter and your resume to Ms. Katherine Borrazzo, Communications Coordinator, at [kborrazzo@freshair.org](mailto:kborrazzo@freshair.org) with "**SUMMER COMMUNICATIONS INTERN**" in the subject of the email. Applications without a cover letter will not be considered.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations and communities to apply.