



Position: Communications Intern

Location: New York, NY

Reports To: Development & Communications Manager

Hours: 16-32 hours, Mon-Fri, Flexible Hours

About Jericho Project

Jericho Project is a nationally-acclaimed nonprofit that empowers individuals and families experiencing homelessness or housing insecurity by providing housing and person-centered services to address social inequities. The 38-year-old nonprofit serves over 2,900 individuals, including 700 veterans, annually. Jericho has been a key partner in New York City's initiative to end veterans' homelessness, and is leading bold, innovative strategies to do the same for families and young adults.

Our programs touch four cornerstones of a person's life: housing, employment, wellness and family stability. We create a culture of "moving on" through a foundation of housing and supportive services provided by expert program specialists and case managers.

We have over 550 units of supportive housing including 8 residences in the Bronx and Harlem, as well as scatter-site apartments throughout NYC.

About the Position

Jericho Project is looking for an energetic and willing-to-learn Communications Intern to support the work of the Development and Communications Department. The Dev/Com Dept. is responsible for Jericho Project's fundraising, donor development, grant writing and internal/external communications. The department raises funds from local government, corporations, foundations, individual donors and through special events in support of Jericho Project's work to end homelessness in New York City.

Responsibilities:

- Assist in social media content generation and help set up new social media marketing calendar.
- Learn Wordpress (internet hosting site) and help with cosmetic updates.
- Review and revise program brochures and marketing materials.
- Serve as agency photographer and develop an updated catalogue of stock photography.
- Assist in the design of all Gala marketing materials.
- Draft social media posts.
- Additional administrative tasks upon request.

Requirements:

- High School Diploma.
- Design / artistic background or experience is a must.
- Excellent knowledge of social media.
- Excellent oral and written communications skills.
- Knowledge of Microsoft Office suite.
- A commitment to the mission and values of Jericho Project.

Compensation:

Salary is commensurate with experience. Jericho Project offers a comprehensive benefits package.

How to Apply:

Interested applicants must submit a resume and cover letter with salary requirements to:

Human Resources Department

Jericho Project

Job Code: **Communications Intern- DevComm**

245 W. 29th Street, Suite 902

New York, NY 10001

Fax 646.624.2301

careers@jerichoproject.org

No Phone Calls Please.

Jericho Project is an equal opportunity employer that does not discriminate in its hiring practices and, in order to build the strongest possible workforce, actively seeks a diverse applicant pool.

www.jerichoproject.org