



Social Media and Business Communications Intern with City Year's National Alumni Department

Paid/Unpaid: Unpaid internship

Applicants who should apply: Students, Recent Grads, and Entry-level Professionals

Hours per week: 10-20 (flexible)

This is an unpaid internship with flexible hours. The intern will be involved in cross functional projects that will be beneficial to furthering his/her learning experience in business communications and social media marketing, with the opportunity to collaborate with professionals across the organization. In addition, the intern has the opportunity to develop contacts that can prove invaluable to future job opportunities and networking.

Position Description: Social Media and Business Communications Intern

We are looking for an energetic, self-directed, and organized intern to support a variety of cross functional business communication/social marketing projects and initiatives within the Alumni Department at City Year's National Headquarters in Boston.

About City Year: City Year is an education-focused, nonprofit organization that partners with public schools to help keep students in school and on track to graduate. In communities across the United States and through two international affiliates, this innovative public-private partnership brings together teams of young AmeriCorps members who commit to a year of full-time service in schools. Corps members support students by focusing on attendance, behavior, and course performance through in-class tutoring, mentoring, and after school programs.

Position Summary: The Social Media and Business Communications Intern will assist in the development of alumni communications to connect more than 16,500 graduates of City Year through the alumni website, online career center, and social media channels. The City Year Alumni Association seeks to be a unique and diverse lifelong resource, community and experience to advance City Year's impact and alumni leadership development. City Year alumni are leaders in education, non-profit organizations, medicine, law, government, the corporate sector, the arts and many other professions.

Potential projects include:

- **Website and Online Career Center:** Manage user inquiries and job postings; support content development; manage and increase participation in Alumni Career Advisors program to facilitate and promote the alumni network as a career resource.
- **Social media marketing:** Manage Alumni Association Facebook page; Collaborate with online community manager to develop and implement a strategy and content plan to strengthen social media presence.

- **Alumni storytelling / profile writing:** Interview alumni and write compelling profiles that highlight how skills developed through service have positioned City Year graduates to excel in various career and education paths.
- **Event and conference planning through logistical support:** Support planning of fall alumni retreat including coordinating travel logistics, catering and restaurant bookings.

The Social Media and Business Communications Intern will work directly with the Alumni & Career Services Manager. He/she will also have the opportunity to work with highly talented, motivated, and passionate staff members across City Year's HQ departments and 24 domestic sites, as well as alumni leaders across the country who are dedicated to advancing the mission of a growing education-focused nonprofit.

Qualifications

- Associate's or bachelor's degree or pursuing either degree
- Interested in communication, marketing, event planning as a career
- Strong written and verbal communication skills
- Strong customer service skills and ability to interact with others through phone, email, and in-person
- Attention to detail; ability to organize and prioritize work to meet concurrent deadlines
- Demonstrated ability to work effectively both independently and as part of a team
- A strong work ethic and "can do" attitude
- Flexibility and resourcefulness
- Interested in urban education and learning more about City Year's mission
- Proficient in Microsoft Office programs, especially Word, Excel, PowerPoint, and Outlook
- A sense of humor!

Qualified applicants should email a resume and references to:

Email: internships@cityyear.org

Subject: Alumni Department Social Media and Communications Intern – (Last Name)