Intern Job Description:
Marketing & Communications Intern

Friends of Recovery – New York (FOR-NY) is a 501(c)3 non-profit organization with a mission to demonstrate the power and promise of recovery from addictions and its value to individuals, families and communities throughout New York State and the nation. FOR-NY actively seeks to advance public policies and practices that promote and support recovery.

Position: Marketing & Communications Intern

Description: FOR-NY seeks dynamic self-starter to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a statewide, non-profit organization.

Responsibilities:

- Update and maintain FOR-NY's social media presence as coordinated with the Development & Communications Manager.
- Assist in planning and drafting the FOR-NY quarterly newsletter.
- Update and maintain a statewide media database.
- Draft and distribute news releases and media alerts to statewide, regional or local media as needed.
- Update FOR-NY website as needed
- Reach out to community organizations, the public, and potential donors with messaging about FOR-NY's mission.
- Collaborate with staff on new ideas, directions, and venues for marketing and communications.

Qualifications:

- Firm grasp social media tools available on various platforms, especially Facebook, Instagram, Twitter & LinkedIn
- Completed or work toward a college degree, preferably in a related field (e.g., English, Marketing & Communications, Journalism, Public Relations)
- Previous internship or related experience in marketing or communications is a plus.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficient in Adobe InDesign and Photoshop desired. Knowledge of Word Press and graphic design a plus.
- An effective communicator, both written and oral.
- Ability to communicate in a professional manner with press and community contacts.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task, and meet deadlines.
- Enthusiasm for the mission of FOR-NY and those we serve.

Start Date: Spring to Fall semester with a 4-6 month commitment. Open until filled.

Hours: 12-20 hours per week. Up to 4-8 hours can be completed at home.

Compensation: This is an unpaid volunteer internship; college credit can be earned.

To Apply: Please send cover letter and resume to dbrosen@for-ny.org

Friends of Recovery – New York is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnicity, background, disability, or any other characteristic protected by law.