

COMMUNICATIONS INTERN

Internship Description

The New York Health Foundation (NYHealth) seeks a graduate-level Communications Intern to handle website content development and maintenance and special communications projects.

NYHealth Background:

The New York Health Foundation (NYHealth) is a private and independent foundation dedicated to improving the health of all New Yorkers, especially people of color and others who have been historically marginalized. NYHealth began operations in 2006; today, it has approximately \$300 million in assets, as well as a \$15 million annual grants and operations budget.

The Foundation is committed to making grants, but also to making a difference beyond grant dollars: informing health care policy and practice; spreading effective programs to improve the health system; serving as a convener of health leaders across the State; and providing technical assistance to grantees and partners. Today, the Foundation concentrates its initiatives in three strategic priority areas: Healthy Food, Healthy Lives; Primary Care; and Veterans' Health. NYHealth also engages in responsive grantmaking through a Special Projects Fund.

Position Summary:

The Communications Intern will work closely with the Communications Department. S/he will support projects related to the Foundation's website, social media channels, and digital content; act as a day-to-day liaison for management of website content; and support other communications projects.

The internship is a part-time position with flexible hours (12-18 hours per week), beginning in June 2024 and extending through the 2024–25 academic year. Compensation is \$20 per hour. This position is hybrid remote/in-person at the Foundation's New York City office. Full-time staff are currently in the office on Mondays and Tuesdays; although the intern's work schedule is generally flexible, it is expected that they will spend time onsite at least one day per week, on Mondays and/or Tuesdays.

Responsibilities:

Specific responsibilities are as follows:

- Assist with managing all aspects of the NYHealth website:
 - Draft and post content as directed;
 - Conduct research and draft descriptions for events, news items, grantee profiles, and resources;
 - Perform day-to-day fixes as requested; and
 - Monitor website daily for problems/inconsistencies.
- Assist with publication process of grant outcome reports and grantee stories:
 - Copyedit draft reports;
 - Post final reports on website.
- Assist with planning and organizing the Foundation's webinars, events, and other convenings.
- Monitor and compile news/media mentions pertaining to NYHealth or its grantees.
- Assist with social media and gather/track metrics for Zoom webinars and livestreams.

- Update and maintain contact information for the Foundation’s listserv database in Constant Contact, including tracking and troubleshooting database analytics.
- Compile monthly analytic reports on media mentions, social media campaigns, and Constant Contact database.
- Help generate, design, and integrate infographics and data visualizations on our website using Infogram, Canva, or other software platform.
- Provide general communications support to NYHealth staff.
- Liaise with vendors and process invoices as needed.
- Assist with other projects as requested.

Qualifications:

NYHealth seeks a graduate-level student pursuing a degree in journalism, communications, health policy, public health, or a related field. Candidates must have a strong commitment to NYHealth’s mission and should possess excellent writing, analytical, research, and communication skills. In addition, the candidate must have the ability to multitask and to work both cooperatively and autonomously. Experience in public health, health policy, journalism, and/or website development is preferred. Candidates with professional or academic editing experience are strongly preferred.

NYHealth is committed to making the internship a learning experience by providing opportunities for the intern to participate in internal meetings, forums, and conferences that are appropriate for career development.

Application Process

Candidates are encouraged to describe their skill sets and experience considering the above qualifications.

Send résumé and statement of interest to internships@nyhealthfoundation.org and include “Communications Intern” in the subject line.

The New York Health Foundation welcomes applications from people of all cultures, backgrounds, and experiences, and values having a diverse staff. Employment opportunities are based upon individual capabilities and qualifications without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic as established under law.