

**Sanctuary for Families** is New York's leading service provider and advocate for survivors of domestic violence, sex trafficking, and related forms of gender violence. Sanctuary works to end gender violence through three key areas: direct service; outreach, education and training; and systems-change advocacy. Every year, Sanctuary empowers thousands of adults and children to move from fear and abuse to safety and stability, transforming lives through a comprehensive range of services.

**Position Summary:** The Development & Communications department at Sanctuary for Families is recruiting an intern to join our Communications team in the summer of 2025.

Our Communications Intern will support the marketing, communications, outreach, and community education functions central to Sanctuary's efforts to elevate our visibility, share stories with donors, and engage community members in our work. Individuals with an enthusiasm for intersectional feminism, social justice issues, and a strong commitment to Sanctuary's mission and goals will excel in this role.

**Responsibilities:**

1. Document Sanctuary's history by creating a digital archive of press materials, photographs, and newsletters from 1984 onwards.
2. Organize and take inventory of printed outreach materials.
3. Create evergreen content for Sanctuary's social media channels including Twitter, Facebook, Instagram, TikTok, and LinkedIn.
4. Track and record press coverage of Sanctuary, gender violence, and related news.
5. Create graphics and templates utilizing Canva, Adobe InDesign, and other design programs.
6. Provide input for creative marketing strategies and social media campaigns.

**Qualifications:**

This position is open to undergraduate students who will have completed at least one year of school by June 2025. Applicants should be organized, efficient, and possess strong critical thinking skills and a demonstrated commitment to social justice. Coursework or experience in digital media, communications, content creation, journalism, graphic design, gender studies, or domestic violence issues is preferred but not required.

**Value to Intern**

1. Hands-on experience working in a nonprofit organization, contributing to its mission and making a positive impact.
2. Exposure to various aspects of nonprofit development and communications.
3. Mentorship and guidance from experienced development and communications professionals.
4. Networking opportunities within the organization and the nonprofit sector.
5. Potential for future recommendations and references based on performance.

**Work hours and location:**

1. Our proposed Summer Internship dates are June 2<sup>nd</sup> – July 25<sup>th</sup> with flexibility to start in May and extend into August based upon the student's schedule and team needs.
2. Work schedule will be set according to tasking and can be flexible.
3. On-site work preferred at the MO in lower Manhattan, with some remote work possible.

Note: The responsibilities and qualifications listed above are indicative and can be adjusted based on the specific needs and requirements of the nonprofit organization.

This internship is unpaid; however, we will work with students who seek to obtain school credit or outside funding.

**To Apply:** Send a resume and cover letter to Hope Faison, [hfaison@sffny.org](mailto:hfaison@sffny.org) with the Subject line: Communications Summer Internship by May 1<sup>st</sup> 2025.