



## COMMUNICATIONS INTERN SPRING 2018

**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.

Sanctuary currently seeks an intern to assist the Communications department. The intern will play a key role in supporting daily communications activities, including: contributing to social media and the e-newsletter, managing press materials, and attending events. Ideal candidates should be well organized, willing to take on a diverse array of tasks, and well versed in feminist news and issues.

### **Responsibilities:**

- Oversee updates to Sanctuary's social media outlets, including Facebook and Twitter feeds
- Curate web content focused on feminist and gender violence news and issues
- Manage and assess analytics related to social media
- Manage production and updating of Sanctuary's media packets and related materials
- If appropriate, assist with web updates and graphic design related to Sanctuary's various public materials
- Be prepared to take on a diverse array of tasks
- Report directly to the Communications and Outreach Associate, but be available to support other members of the department as needed

### **Qualifications:**

- Interest in social justice work, women's issues and gender equality issues
- Out-going, positive, and friendly personality
- Excellent organization skills
- Very strong written and oral communications skills
- Works well independently, as well as on a team
- Computer, phone, social media and internet research-savvy
- Familiar with MS Office Suite; knowledge of Adobe design software and HTML a plus
- Hours are flexible, but intern must be available to come in to our Manhattan office at least 10-15 hours a week

### **How to Apply:**

To apply for this internship, please send a resume and cover letter to Leon Jones, Coordinator of Volunteer Relations at [ljones@sffny.org](mailto:ljones@sffny.org)