



Communications Intern

Chhaya CDC is seeking an undergraduate student majoring in communications, marketing, journalism, or similar fields. Strong writing skills in English are required; interest in social justice issues and working with immigrant and low-income communities, with particular focus on South Asian communities.

Based in Jackson Heights, Queens, New York, Chhaya- meaning "shelter or shade" works with New Yorkers of South Asian origin to advocate for and build economically stable, sustainable, and thriving communities. Chhaya carries out this work in several ways, including direct services, education and outreach, community organizing, research and policy, as well as both local and citywide coalition-building. By focusing on core areas of housing and economic development, the basic necessities essential to one's stability, Chhaya is able to impact a range of social outcomes including education, employment, civic participation, community pride, as well as mental health and well-being. Its work encompasses tenant rights, financial capacity building, sustainable homeownership, foreclosure prevention, energy efficiency, career development, and civic engagement. Through our work, Chhaya aims to develop a framework that will achieve long-term stability for our clients, giving them the tools and resources that will enable them to create positive, lasting change in their lives.

The Communications and Development intern will gain hands-on experience in two key areas of nonprofit management: marketing and communications, and event planning. The intern will develop marketable skills for the fields of communications and gain insight into the day-to-day operations of a leading nonprofit organization.

The intern will be encouraged to participate in planning and contribute their ideas to communications and marketing strategies.

This is an unpaid internship. However the intern is encouraged to seek academic credit. The intern should be able to commit 12 hours per week for a minimum of 10 weeks, and their schedule will be flexible to meet both the student and the organizations needs.

Essential Duties and Responsibilities:

- Research and content development for Chhaya literature, various print and digital communications pieces: blog posts, newsletters, press releases, email blasts, brochures, annual reports, video testimonials etc.;
- Event planning support for community and fundraising events;
- Selecting and harvesting photos, testimonials, videos and other materials from reports for use in communications pieces;
- Media monitoring and summarizing relevant news coverage of issues pertaining to Chhaya's work;
- Research and content development for social media.

Qualifications and Educational Requirements:

- Exceptional upper-level undergraduate or graduate student majoring in communications, journalism, English, marketing, public relations or similar. Exceptional writing and editing skills;
- Ideal computer skills include proficiency of Microsoft Word and Excel PowerPoint, and working knowledge of Adobe Creative Suite;
- Multilingual in English and oral fluency in Bangla, Hindi, Urdu, Nepali, Punjabi, or Tibetan preferred.

Reports to: Resource Development Manager

To apply: Send a resume, a cover letter and a list of references to careers@chhayacdc.org with the title **Communications Intern** in the subject line. No phone calls please.

Chhaya CDC is an equal opportunity employer.