



## **Communications Internship Description**

The Right to Counsel NYC Coalition led the fight to make it a right to have a lawyer if you face an eviction in NYC. After a three-year, tenant-led campaign, we passed our Right to Counsel law in August 2017, making NYC the first in the nation to guarantee this right. We continue to organize for a just implementation and expansion of the law. Our coalition is made up of tenants, tenant organizers, legal service organizations, academics, and more. We are seeking a Communications Intern to join our talented team.

### **Responsibilities include:**

- Press
  - Contact reporters and assignment desks about timely stories
  - Build our press contacts by actively connecting with reporters about our work
  - Research additional media outlets and add appropriate press contacts to our list
  - Manage our press lists by keeping them updated
  - Follow and interact with key reporters on Twitter
- Social media
  - Assist with creating relevant social media plans
  - Assist with posting on our Facebook and Twitter pages
  - Assist with creating memes for social media
- Other
  - Assist with general campaign work
  - Update the database and email lists
  - Other duties as assigned

### **Qualifications:**

- Interest and commitment to tenants' rights, tenant organizing, and social justice
- Experience with press work
- Experience with managing Facebook and Twitter accounts
- Strong writing skills
- Well-organized
- Flexible, and able to work well both independently and in a group
- Knowledge of Google Suite and Microsoft Office Suite
- Experience with producing visual graphics a plus

**Details:** This is an unpaid internship, but provides hands-on learning of the communications, campaign, and coalition work happening within NYC's tenant movement. Start and end dates, as well as the days and times are flexible. Ideally, we are looking for an intern who can work 10-12 hours per week at least throughout the summer. Remote work is possible, but we would prefer someone who is willing to come to our office in downtown Manhattan.

**To Apply:** Please email Alyssa Figueroa at [alyssa@righttocounselnyc.org](mailto:alyssa@righttocounselnyc.org) with one PDF document that includes your resume and a brief cover letter with "Communications Intern" in the subject line.