

Student Intern, Communications and Public Policy Focus

Compensation: Stipend

Duration: June 12, 2023 – September 1, 2023

Internship Summary

The Staten Island Foundation (Foundation) seeks a Student Intern (Intern) to assist Foundation staff to design and implement a social media strategy for the Foundation that will further the Foundation's mission and align with recent public policy issues as it relates to social media. The Intern will work closely with all members of the Foundation staff and report directly to the Executive Director. During this internship, there will be many opportunities to learn about the field of philanthropy and its impact on the community.

About The Staten Island Foundation

The mission of the Foundation is to improve the quality of life on Staten Island, particularly for the least advantaged, with a focus on improving education, health, community services and arts & culture. Strategies to accomplish the mission include financial support; providing leadership for the community; collaboration with grantees, funders, and other entities; and building the capacity of local organizations to better fulfill their missions.

The Staten Island Foundation (Foundation) was created in December 1997 by the former Staten Island Savings Bank when the Bank converted to a public company. In 2006, it became a private foundation focused solely on the needs of Staten Island. Since its inception, the Foundation has granted more than \$80 million in its focus areas of health, education, arts, and community services. Annual giving is over \$3 million in grants to over 100 organizations approved at quarterly Board meetings.

The Foundation is governed by a diverse group of nine of Staten Island's most experienced community leaders, chaired by Kathryn Krause Rooney, Esq. The small staff of three works closely with the Board. To learn more about the Foundation, please see www.thestatenislandfoundation.org.

Key Responsibilities

- Develop workplan for the internship in coordination with Foundation staff;
- Obtain information about current norms for corporate and philanthropic policy around social media;
- Research best practice information around philanthropic social media strategies;
- Review grant-supported projects that most closely align with Foundation priorities;
- Work with grantees to develop outline for participation in Foundation's social media strategies;
- Propose social media strategies that can be managed by small staff;

- Draft proposal for Foundation Board review to be used to implement the Foundation’s social media strategy to promote Foundation priorities and grant-supported work.

Qualifications

Candidate will be a mature undergraduate or graduate student with experience and enthusiasm for public policy and communication issues. A Staten Island resident is strongly preferred. Additional qualifications include:

- Excellent written and verbal communication skills;
- Familiarity with online research sources;
- Demonstrated good social media practices;
- Self-starter with ability to work as a small team member;
- Ability to work approximately 10 hours a week with at least one day a week in the Foundation’s office at 260 Christopher Lane, Suite 3B, Staten Island, 10314. (Schedule to be agreed upon)

Compensation

Student intern will be compensated with a stipend to be released in 3 payments upon completion of agreed upon milestones totaling \$2,000.

How to Apply

Please submit a resume and cover letter telling us about your interest in this position to info@thestatenislandfoundation.org by May 22, 2023. Please include demonstrated experience with research projects and social media. Applicants will be contacted for an interview. A decision will be made by May 31, 2023.

The Staten Island Foundation is an equal opportunity employer and is firmly committed to complying with all federal, state, and local equal employment opportunity laws. The Foundation prohibits discrimination against employees and applicants for employment because of the individual’s race or color, religion or creed, immigrant, sex, national origin, age, sexual orientation, gender identity or expression, or any other characteristic protected by law.