



<b>Position:</b>	<b>Summer Intern – HR/Communications</b>	<b>Incumbent:</b>	<b>Open</b>
<b>Reports to:</b>	<b>Communications Manager</b>	<b>Department:</b>	<b>HR/Comm.</b>

## About the Pension Boards Summer Internship Program

The Pension Boards **First Summer Internship Program** is an eight-week paid internship that runs from **June 10 through August 9, 2019**. Our exclusive program will engage and select the brightest students from some of the best colleges in New York and beyond to experience and delve into the Pension Boards' core areas of work including Investments, Finance, Member Services, Information Technology, Human Resources, and Communications. This opportunity provides students with:

- A hands-on learning experience working on challenging projects with industry leaders
- Becoming an ambassador for our 105-year-old organization
- Offering insight and ideas that will be incorporated into our future plans
- Professional mentorship and one-on-one development interactions
- Networking and an environment conducive for building relationships with colleagues

**Location** – *this internship is based out of our NYC Location – 475 Riverside Drive, near Columbia University and Barnard College. The Pension Boards does not offer reimbursements for relocation, housing, or commuting costs.*

## Core Responsibilities

- Review the Pension Boards Intranet and recommend changes; collaborate with HR, IT and Communications to implement enhancements and changes
- Assist in developing social media campaigns to support organizational programs and initiatives
- Request, summarize, and analyze data
- Work with agile team members on project plans for HR-Communications change plans
- Work with cross functional teams to solve a business problem from ideation to launch
- Prepare materials for internal presentations, memos and projects
- Adhoc reporting and analytics
- Perform other related duties as requested

## Qualifications & Requirements:

- Pursuing a Bachelor's degree in Communications, Business, Human Resources or related discipline preferred
- Strong written and verbal communication skills
- Ability to think and work independently within a professional setting
- Strong analytical, problem-solving, and critical thinking skills
- Strong understanding of Microsoft Office Suite: Word, Excel, PowerPoint
- Strong understanding of web design and content management
- Flexibility to work within a multi-disciplinary team and receive dynamic on-the-job training
- Highly organized; ability to manage and prioritize multiple tasks and deadlines simultaneously

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