



Position:	Summer Intern – Communications	Incumbent:	Open
Reports to:	Communications Manager	Department:	Communications

About the Pension Boards Summer Internship Program

The Pension Boards Summer Internship Program is a ten-week paid internship that runs from **June 8 through August 14, 2020**. 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

- Collaborate with the Pension Boards’ Faith and Finance Ministries Team (Communications, Corporate Social Responsibility, Ministerial Assistance, and Philanthropy) and Member Services in developing communications and educational collateral to support organizational initiatives that support holistic clergy wellness
- Assist in developing social media/marketing campaigns to support organizational programs and initiatives
- Request, summarize, and analyze data
- Work with agile team members on project plans
- Work with cross functional teams to solve a business problem from ideation to launch
- Prepare materials for internal presentations, memos and projects
- Ad hoc reporting and analytics
- Perform other related duties as requested

Qualifications & Requirements:

- Pursuing a Bachelor’s degree in Communications (Digital/Graphic Design; Videography a plus), Marketing, Education (Curriculum Development) 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 Adobe Creative Suite: PhotoShop, InDesign, Illustrator
- 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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