

## Writing and Social Media Intern (2 Positions Available)

### Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at CMC Construction ( <https://www.bmkfinishes.com/>).

Our mission is to revolutionize the construction sector in NYC by providing workforce development training with our partners working with underserved populations; previously incarcerated and homeless. While each program is developed individually; training and on-the-job experience generally works in tandem, giving trainees real world experience while attending classes. During their education, our trainees remain in our wheelhouse, ensuring they are gaining the skills necessary for success through a multi-tiered training curriculum with national certification.

**Intern candidates should not contact CMC Construction directly. Contact information is below.**

### Scope of Duties

- Monitor and update social media
- Edit and post to two blogs
- Help create a strategic plan for the social media portion of our marketing plan.

### Qualifications

- Editing ability
- Social media experience
- Computer literacy

### Characteristics

- Time management
- Focus (on the task at hand and ability to complete it)
- Meets deadlines
- Communicates when issues arise so a solution can be found before the deadline arrives
- Juggles multiple tasks and sees that each one is completed

**Compensation:** This is a part-time internship for up to sixteen hours/week. \$13/hour paid through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

**Applications:** E-mail cover letter and résumé, SahLeem Butler, Youth Pride Program manager, at [sbutler@lgbtbrooklyn.org](mailto:sbutler@lgbtbrooklyn.org). Subject: Construction Workforce Writing and Social Media: 2018 Internship Position. Please specify in your cover letter how you fit with the above qualifications and characteristics.

**Location:** The Doe Fund, 89 Porter Ave BK. The intern will work from home, library, and the Doe Fund locations. We will meet at least a few times a week at the Fund to review progress and chat face to face, otherwise all progress will be monitored via daily facetime talks, phone calls, etc.

*Women, people of color and transgender people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.*