

Social Media Assistant/Website Manager (Two Positions Available)**Summary:**

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for an eight-week placement at CULOUR MAGAZINE. The intern reports to Nakeema Shannon.

Culour Magazine is New York's first Urban LGBT+ digital magazine. Our Mission Statement: "To bridge the gap among a community that has the ultimate opportunity to gain respect from main stream media in a positive light". Culour Magazine has been in operation since Jan 1, 2017. Our first edition was released in May 2017. We currently are a remote business without a physical office due to how new our operation is. The intern(s) will be working mostly remotely from a laptop or mobile device. We work in the sector of journalism, arts and entertainment.

Intern candidates should not contact CULOUR MAGAZINE. Application information is below.

Scope of Duties

- Social Media Interactions and Content Placement on online websites
- Website up keep and social interaction with subscribers
- Schedule meetings, conference calls and following up on event progress and appearances
- Will collect information for subscribers when in company with editor
- Culour Magazine's First Year celebration

Qualifications

- Social media management
- Math skills
- Reading proficiency
- Journalism or business management
- Typing clerical and phone skills communication

Characteristics

- Reliable
- Able to take good notes and read back
- Good memory and recall
- Social skills phone online message response

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. Subject: [Your name]: 2018 Culour Internship. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Location: Mostly remote. Brooklyn-based.

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