



Commission on Gender Equity

Position Title: Communications and Outreach Graduate Intern

Intern Job ID: 2006

Education Level: Graduate Students

The Commission on Gender Equity is seeking a graduate intern to fill the position of Communications and Outreach Graduate Intern. The graduate intern will help CGE develop and implement its communications and media strategies in alignment with its 2018 – 2021 strategic plan to advance gender equity in NYC.

About the Office:

The Commission on Gender Equity (CGE) is leading the City's efforts to ensure that every girl, woman, and transgender and gender non-conforming New Yorker is treated equally and feels safe. We are putting the full force of municipal government—the city's largest employer—to work on behalf of this cause. CGE works collaboratively with City agencies in three focus areas: economic mobility and opportunity, health and reproductive justice, and safety.

About the Role:

The Communications and Outreach graduate intern reports to the Executive Director and the Senior Director for Communications and Outreach. The graduate intern will assist in developing CGE's multi-year communications strategy plan in alignment with its strategic plan, developing a media strategy to communicate CGE's accomplishments to key and diverse audiences. The ideal candidate will have experience in communications, marketing, public affairs, public policy research and data analysis, gender studies, project management, and an ability to manage multi-stakeholder groups.

Responsibilities include but are not limited to:

- Assist in managing and maintaining CGE's social media accounts and website
- Assist in developing a communications strategy to support the development of CGE programs, initiatives, publications, and advocacy campaigns
- Assist in developing outreach strategy to external audiences, including media outlets and local, national, and international audiences to assert NYC's leadership in gender equity
- Assist in developing and maintaining an effective communications strategy for the advancement of gender equity within the City's workforce.

Qualifications:

The ideal candidate will have:

- A baccalaureate degree from an accredited college and will be currently enrolled in a Master's program in Communications, Marketing, Public Relations/Affairs, Public Policy, Public Administration, Public Management, or Social Work.

Salary:

Graduate Students: \$17 per hour

To Apply:

Click on [Internship Candidate Application](#) and submit an application, resume, cover letter and essay.

New York City Residency Is Required Within 90 Days Of Appointment
The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers