



## **Communications Intern**

**Status:** Paid, part-time, non-exempt, 14-21 hours/week in Summer 2025

**Reports to:** Director of Communications

The Statue of Liberty-Ellis Island Foundation seeks a part-time Communications Intern. The non-profit Foundation, one of the most successful public-private partnerships in the country, is excited to welcome its fourth class of summer interns. This is a chance to work with a highly successful Communications and Fundraising Team to learn about external and internal communications, as we work together to raise awareness of the Foundation's efforts to preserve and honor the Statue of Liberty and Ellis Island.

### **Core responsibilities:**

#### *Content Development & Social Media Coordination*

- Propose and help create content designed to maximize the organization's social media engagement (e.g., text, images, videos)
- Help develop and produce public-facing marketing visuals
- Draft content for Foundation blog posts and donor cultivation emails
- Capture original content at Foundation events and other relevant activities
- Prepare and manage monthly social media editorial content calendars (Hootsuite)
- Track and analyze social media analytics, providing recommendations to help enhance audience engagement

#### *Communications*

- Coordinate with Communications and Family History Center teams to integrate messaging across all external communications platforms (i.e., social media content, blog post topics, History Center exhibits)
- Maintain consistent language and presence across media platforms
- Support Comms needs related to the Ellis Island Museum Reimagined multi-year project to transform the visitor experience and protect the monument.
- Organize and manage the Foundation's photo and video libraries

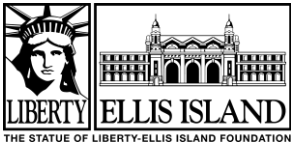
#### *Other*

- Attend and contribute to recurring meetings both with the Communications and Fundraising Team, and more broadly
- Support Communications Department on daily tasks as needed

### **Qualifications:**

- In-depth knowledge of Facebook, Instagram, X, and LinkedIn
- Bachelor's degree (or currently pursuing) or equivalent experience in marketing, media, communications, or a related field
- Passionate about the Foundation's mission and the areas of immigration, genealogy, historic preservation, and parks

### **Skills:**



- Excellent verbal and written communication skills
- Detail oriented and organized
- Excellent time management skills and self-initiative, comfortable working both collaboratively and independently
- Strong knowledge of Microsoft Office
- Experience managing social media platforms and management tools (Ex: Hootsuite)
- Experience with design (Ex: Canva, Illustrator, Photoshop, etc.) preferred
- Experience utilizing social media analytics preferred

### **Logistics:**

- This internship pays \$16.50-\$16.50/hour for 14-21 hours/week for 10-14 weeks between Memorial Day and Labor Day, 2025.
- The work hours will generally be weekdays between 9am and 5pm.
- This position will mostly work in the Foundation's offices in Manhattan (17 Battery Place) but will also include occasional time spent on Ellis Island; ferry transportation would be provided free of charge. 1-2 days/week of remote work may be possible.
- Interns will take part in select offerings coordinated by staff, including tours of Liberty and Ellis Islands. Interns will join monthly All Staff meetings, presenting their accomplishments at the end of the program.

### **Application Process:**

- Please email a one-page cover letter and resume to: [careers@libertyellisfoundation.org](mailto:careers@libertyellisfoundation.org) with the job title in the subject line. Each file name should begin with the applicant's last name.
- Final decisions about applicants are tentatively expected by early March.
- No phone calls, please.

### **About The Statue of Liberty-Ellis Island Foundation ([www.LibertyEllisFoundation.org](http://www.LibertyEllisFoundation.org))**

The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America's most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has since created the Ellis Island National Museum of Immigration, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded hundreds more projects on the islands. The organization also developed the free 65-million-record Ellis Island Passenger Database. This resource is available free online and in person at the American Family Immigration History Center at Ellis Island, which is managed by the Foundation. Follow the Foundation @StatueEllisFdn

*The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.*