



CFE Fund Communications and Research Internship

The CFE Fund partners with local governments – currently almost 70 across the country – to build resident financial stability by embedding financial empowerment work into government infrastructure. Key CFE Fund programs include supporting local efforts to expand banking access through [Bank On](#); embedding banking access and financial education into municipal Summer Youth Employment Programs through [Summer Jobs Connect](#); scaling the availability of high-quality, professional financial counseling as a public service through [FEC Public](#); partnering with municipal governments to launch offices of consumer protection through our [Local Consumer Financial Protection](#) Initiative; and working with municipal governments to kick start financial empowerment work as part of our [CityStart](#) initiative.

The communications and research intern will work with the CFE Fund’s communications team to support a number of efforts, including content creation and social media across CFE Fund programs, constituent management, and other communication-related projects. The intern will also work with the program and evaluation team to explore opportunities to enhance municipal programs offering free financial counseling as a public service.

Potential responsibilities include:

- Support the facilitation of a national social media campaign, including content creation and correspondence with participants and prize winners (platforms include Twitter, Instagram, and email)
- Work with staff to strategize content for broader social media efforts
- Support staff in other communications activities, including contact management, research, graphic design, and content creation
- Identify and report on existing programs that use financial empowerment as a tool to support reentry, reduce recidivism, or divert people from incarceration, by conducting literature reviews, interviews and potentially NYC site visits.
- In collaboration with CFE Fund staff and partner organizations in other cities, conduct phone interviews and write case studies about how financial instability diminishes people’s ability to achieve other outcomes.
- Identify funding sources and funding criteria for research and evaluation projects.
- Other duties as needed

Qualifications:

- Background in social media content management, graphic design preferred
- Interest in social services, poverty alleviation, asset building, financial empowerment and/or municipal governance.
- Excellent analytical, organizational, and communication skills
- Interest in communications management and operational organization
- Detail-oriented and highly organized
- Self-motivated and team player

Compensation:

Course credit when applicable; an hourly wage may be provided for qualified candidates. Applicants should be available full time for 6-8 weeks.

To Apply:

Please send a resume and cover letter via email describing relevant skills and comparable projects conducted in either work or academic settings, with subject line "CFE Fund Comms Research Internship," to info@cfefund.org.