



### **CFE Fund Communications Internship (Summer 2020)**

The CFE Fund partners with local governments – currently over 80 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 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 assist with creating and maintaining a database of city partners and efforts.

#### **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;
- Support the migration of data from Constant Contact and other sources to the organization's new database; and
- Other communications activities as needed, and as dependent on intern interest.

#### **Qualifications:**

- Experience with 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 for a maximum 40-hour work-week may be provided for qualified candidates; overtime is not permitted. An unlimited MetroCard or equivalent value towards commuting costs (if any) will be provided.

This is a New York City based position. Applicants should be available 3-4 days a week for 6-8 weeks between June and August 2020.

**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 Communications Internship," to [info@cfefund.org](mailto:info@cfefund.org).