



The Cities for Financial Empowerment Fund (CFE Fund) supports municipal efforts to improve the financial stability of households by leveraging opportunities unique to local government. By translating cutting edge experience with large scale programs, research, and policy in cities of all sizes, the CFE Fund assists mayors and other local leaders in over 100 cities across the country to identify, develop, fund, implement, and research pilots and programs that help families build assets and make the most of their financial resources.

The communications intern will work with the CFE Fund's communications and programs teams, including the Bank On and Summer Jobs Connect teams, to support a number of efforts, including content creation, contest management and social media for the annual Summer Jobs Connect social media campaign, as well as supporting program research and events for Bank On. The CFE Fund's [Bank On initiative](#) works to expand access to safe and affordable banking products. The [Summer Jobs Connect \(SJC\) program](#) supports 24 municipally-led Summer Youth Employment Program partners in providing job opportunities to local youth, and connecting them to appropriate banking products and meaningful financial education. The SJC social media campaign aims to engage youth with financial education content and provide youth a platform to share their summer job experiences.

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, Tik Tok, and email);
- Support staff in other communications activities, including contact management, research, graphic design, and content creation;
- Support the planning and execution of Bank On and Summer Jobs Connect learning community events, trainings, webinars, and other meetings;
- Assist the Bank On program team in programmatic research and communications as needed; and
- Other duties as needed.

Candidates should be prepared to devote 35-40 hours per week to the position from June 13th to August 19th, 2022. This is a New York City based role. New York City-based CFE Fund staff are working a hybrid office/remote work schedule; ideally, the intern would work at least one day a week in the office. All employees are required to provide proof of receipt of an FDA-approved vaccination against COVID-19, including both a primary series and a booster as recommended by the CDC.

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: \$20/hr

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.