



INTERNSHIP OPPORTUNITY

Application Deadline: Tuesday, April 3, 2018

BACKGROUND

The New York Foundation is requesting applications for an internship in philanthropy. We are seeking a young person interested in learning about our grant-making approach and practice. The intern will participate in the grant review process at all levels for a period of ten weeks from June through August 2018.

The New York Foundation is a steadfast supporter of community organizing and advocacy in New York City. We believe that the resilience and vitality of its neighborhoods is the city's greatest resource. Our grants support community-initiated solutions to solve local problems, constituents mobilizing for adequate and equitable resources, and groups organizing a collective voice among those whose voices have not been heard. Last year, the New York Foundation awarded \$2.6 million in grants.

TIME FRAME AND STIPEND

- ◆ Ten weeks: June through August 2018
- ◆ Full-time: 35 hours per week
- ◆ Stipend: \$600 per week, plus unlimited MetroCard

QUALIFICATIONS

- ◆ Current junior or senior undergraduate students preferred
- ◆ Commitment to public service in New York City
- ◆ Interest in philanthropy, social justice, and the non-profit sector
- ◆ Strong communication and organizational skills
- ◆ Ability to work independently and manage time effectively
- ◆ Demonstrate analytical and research skills
- ◆ Ability to collaborate with supervisor
- ◆ Willingness to travel to neighborhoods in all boroughs of New York City

RESPONSIBILITIES

- ◆ Read and evaluate proposals
- ◆ Interact with grantees and represent the Foundation at meetings and site visits
- ◆ Manage the New York Foundation Summer Internship in Community Organizing program
- ◆ Prepare site visit reports
- ◆ Write a summary evaluation of the program

APPLICATION PROCEDURE AND DEADLINE

- ◆ Please mail resume and letter of interest to:
New York Foundation, Attn: Summer Internship, 10 East 34th Street, Fl 10, NY, NY 10016
- ◆ All applications must be submitted by **Tuesday, April 3, 2018**
- ◆ **No phone calls, faxes, or emails**