



## INTERNSHIP OPPORTUNITY

**Application Deadline: Friday, April 5, 2019**

### BACKGROUND

The New York Foundation is requesting applications for an intern 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 2019.

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 New Yorkers is the city's greatest resource; and we value the courage and experience of community groups and their leaders in the struggle against systemic inequity. The Foundation supports grassroots initiatives that confront structural barriers and inspire people to work toward a more just and inclusive city. Last year, the New York Foundation awarded \$2.4 million in grants.

### TIME FRAME AND STIPEND

- Ten weeks: June through August 2019
- 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/or 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, site visits and briefings
- 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 email resume and letter of interest to [searchcommittee@nyf.org](mailto:searchcommittee@nyf.org) with "Summer Internship" in the subject line by **Friday, April 5, 2019**
- **No phone calls**