



Intern Job Description

Title: Development Intern JD

Reports to: Department Director

Department: DevoComms /Finance/Human Resources/Programs

Location: Brooklyn, NY / Bronx, NY

Classification: Part – Time / 20 hours per week

About the Organization:

Children of Promise, NYC's (CPNYC) reimagines a just society that values the purpose of every child impacted by mass incarceration and removes barriers to create opportunities for children to thrive and achieve their full potential. CPNYC's mission is to support and advocate for the children of incarcerated parents while speaking out against root causes that affect the communities we serve, including systemic racism, poverty, and bias in our nation's criminal justice system. CPNYC has successfully developed an innovative model, the only one of its kind in New York City, which co-locates a licensed mental health clinic and children's centers in Bedford Stuyvesant, Brooklyn, and the South Bronx. CPNYC provides an array of youth development programming and services tailored to each child's individual strengths and challenges and fosters a unique uplifting environment to foster hope and resilience.

Position Overview:

As an Intern, you will support the organization while learning about a career in your field of study or interest. Interns will gain practical experience in the Non-for-Profit sector. Regardless of your field of study, we would like to see evidence that you can:

- Work with the Department Director on the day-to-day operations
- Analyze a problem, take a view, and come to a decision
- Plan, organize and communicate well
- Make things happen
- Stick with a task Work in a team
- Come up with ideas
- Communicate with other internal departments and external parties.

Required Knowledge, Skills, and Experience

- Must be enrolled in an accredited college/graduate academic program
- Experience in Microsoft Office software
- Strong organizational skills and ability to prioritize workload to meet tight deadlines in a fast-paced and dynamic work environment
- Excellent analytical and problem-solving skills
- Be able to demonstrate attention to details and good-record-keeping
- Team player and can collaborate with other teams in the organization

- Excellent communication skills, written and verbal, with an ability to clearly communicate issues to all levels of management.

COMPENSATION:

Commensurate with the experience and qualifications of the selected candidate. This position is a part-time position. We are committed to a diverse, socially just, and welcoming work environment and people of color, people with varying abilities, and people of all sexual orientations and gender identities are especially encouraged to apply.

Disclaimer: The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

Children of Promise, NYC is an Equal Opportunity/Affirmative Action Employer. All employment decisions are made without regard to race, color, age, gender, gender identity or expression, sexual orientation, marital status, pregnancy, religion, citizenship, national origin/ancestry, physical/mental disabilities, military status or any other basis prohibited by law. EOE, M/F/D/V