



789 Washington Avenue      voice (718) 638-7700  
Brooklyn, NY 11238-5485      fax (718) 638-7740

[www.heartofbrooklyn.org](http://www.heartofbrooklyn.org)  
[info@heartofbrooklyn.org](mailto:info@heartofbrooklyn.org)

## Communications Internship at Heart of Brooklyn

Employer: Heart of Brooklyn  
Contact: Essie Lash  
Contact email: [elash@heartofbrooklyn.org](mailto:elash@heartofbrooklyn.org)  
Website: [www.heartofbrooklyn.org](http://www.heartofbrooklyn.org)

Heart of Brooklyn (HOB) is seeking a Communications & New Media Intern. Starting and ending dates are negotiable with a minimum of 15 hours per week.

Candidates should have a demonstrated interest in New York City's cultural community and the not-for-profit field, and a background or keen interest in communications and new media. Interns must be willing to assist with all facets of our programming, which includes research, marketing, education, community outreach and economic development, as well as responsibly attending to specific administrative duties:

- Connecting with fans on social media platforms and researching new media opportunities
- Editing and organizing comprehensive company photo bank
- Copywriting and editing for print and web publications
- Tabling at community events and street fairs
- Updating and maintaining contact lists
- Gathering, cataloging and mocking up articles for press archive
- Reception, file organization, and other administrative tasks as needed

**Close attention to detail is a must.** This position is ideal for someone interested in gaining exposure to areas of marketing, cultural non-profits, and the wonderful borough of Brooklyn. **This is an unpaid internship, but HOB can provide documentation for school credit if the student has made prior arrangements with a university.**

**About Heart of Brooklyn:** Heart of Brooklyn (HOB) is a partnership of the leading cultural institutions located near Grand Army Plaza in central Brooklyn. Founded in 2001 by Brooklyn Botanic Garden, Brooklyn Children's Museum, Brooklyn Museum, Brooklyn Public Library, Prospect Park Alliance, and Prospect Park Zoo, this partnership encourages tourism and learning by making its world-class collections more visible and accessible. As an integral part of Brooklyn's renaissance, Heart of Brooklyn is committed to strengthening the future of its neighborhoods.

**To apply: Please e-mail a letter of interest and resume to [Essie Lash at intern@heartofbrooklyn.org](mailto:intern@heartofbrooklyn.org) (subject line: "Communications Intern"), or fax it to (718) 638-7740. No phone calls please.**