

New York Digital Engagement Intern Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: Latina Institute New York seeks an intern who is passionate about reproductive justice to help engage, activate, mobilize, and organize supporters, activists, and allies of Latina Institute digitally. This includes supporting the base building strategies of the New York team and maintaining our state social media presence in New York. Over the course of 20 hours a week, the intern will assist our New York team in various tasks such as administrative, digital engagement, and civic engagement activities.

Reporting to the New York Field & Advocacy Manager, the ideal candidate works well in teams, is passionate about organizing to elevate Latina/x power in the state and is tech-savvy.

Location: NYC (Hybrid/Remote)

Employee Status: Temporary/Part-Time, Non-Exempt, 20 hours per week
Flexible schedule of Monday - Friday

Responsibilities include (but are not limited to):

- Co-creation of online content using Latina Institute New York digital assets including, SMS, email, newsletters, emails, and other digital platforms.
- Coordination of New York's digital and social media calendar.
- Data entry for in person and virtual meetings via Every Action Network.
- Digital engagement and outreach activities to include:
 - Collaborating with NY Manager to develop concepts, adapt, and produce digital content that engages our online community to take action.
 - Support Every Action database email distribution, template design while ensuring mobile-friendly deliverability, proofreading for clarity, grammar and spelling.
- Assist NY Field Organizer with volunteer and activist recruitment and follow-up for campaign and outreach efforts as well as events more broadly.
- Assist with other duties as assigned.

What You Will Need to Be Successful:

- Knowledgeable about digital and social media platforms (Twitter, Every Action, and Canva).
- Well-organized, detail-oriented, and self-motivated.
- Strong written and interpersonal communication and relationship-building skills.
- Commitment to reproductive justice and other intersecting social justice issues.
- Cultural competency and experience working with Latina/x communities.
- Ability to work independently and as part of a team.
- Written and oral communication skills in English and Spanish.

Salary: \$20 per hour

Benefits: This role is not eligible to participate in benefits, including but not limited to health/vision/dental insurance, 401(k) benefits, PTO and unemployment insurance.

Application Procedure: Please send your resume and cover letter via e-mail to humanresources@latinainstitute.org. Please include in the subject line: **Applicant – New York Digital Engagement Intern**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.