INTERNSHIP NOTICE #17

Imani House Inc., (www.imanihouse.org) a non-profit tax exempt organization walking distance from Brooklyn Tech, is looking for Community Development Interns and Media Communications Interns. These unpaid internships are available for sophomores, juniors or seniors. Please review the duties and qualifications listed below and if interested apply by sending your resume in the body of the email to Brittany@imanihouse.org with subject title “BTHS Application for Internship”. Any email sent with files attached WILL NOT be opened.


If you have any questions or need additional information, see me in Room 1W9....

Important Note: If you are selected for the internship, please inform Mr. Honor IMMEDIATELY via email at: bths.internship@gmail.com
Community Development Internship Opportunity

IMANI HOUSE (IHI) is an award winning, tax-exempt non-profit that provides youth and family development programs in Brooklyn, NY and Liberia, West Africa. Founded in 1985, IHI is known for its free innovative youth and family support services.

This is an unpaid internship opportunity is for sophomore, junior and senior students with any major who are interested in acquiring experience at a Nonprofit that deals with youth & family services, immigrant communities and social justice programming. Previous Nonprofit or advocacy work is a plus, however, it is not required.

The Community Development intern duties would include:

- Researching entitlements and assisting community members in need.
- Learning the donor outreach process, assisting with grant writing and event planning.
- Working in a busy office with some clerical, record keeping and organizing duties.
- Maintaining calendars, appointments and performing parent outreach.
- Practicing lower level management and organizational skills.
- Assist Program Staff in various areas.

Any student applying for the internship position must meet these qualifications:

- Interest in developmental nonprofit work required.
- Able to operate Mac computers.
- Excellent writing and research skills.
- Excellent organization and communication skills required.
- Must have a reliable, energetic, detail oriented and patient personality.
- Friendly, able to work both independently and in a team.
- Concerned about improving the lives of marginalized youth, women, immigrants and families

Hours: Community Development Interns would be expected to participate a minimum of 1 day for 2 hours every week. These hours are flexible and may be increased based on student availability and Brooklyn Technical High School requirements.

To Apply: Send cover letter explaining your interest in interning with Imani House and resume in body of email to brittany@imanihouse.org with subject title “BTHS Application for Internship”. Any emails sent with attached files will not be opened.
IMANI HOUSE INC.® (IHI)
76A 5TH Avenue Brooklyn, NY 11217
718 638 2059 www.imanihouse.org

Media Communications Internship Opportunity

IMANI HOUSE (IHI) is an award winning, tax-exempt non-profit that provides youth and family development programs in Brooklyn, NY and Liberia, West Africa. Founded in 1985, IHI is known for its free innovative youth and family support services.

This is an unpaid internship opportunity is for sophomore, junior and senior students who are majoring in Media Communications that interested in acquiring experience at a Nonprofit that deals with youth & family services, immigrant communities and social justice programming. Previous Nonprofit or advocacy work is a plus, however, it is not required.

The Media and Communications intern duties would include:
• Assisting in the development of social media outreach for a nonprofit organization.
• Help to market and find support for a major event for the organization.
• Working in a busy office with some clerical, record keeping and organizing duties.
• Maintaining calendars, appointments and performing parent outreach.
• Practicing lower level management and organizational skills.
• Assisting Program Staff in various areas.

Any student applying for the internship position must meet these qualifications:
• Interest in developmental nonprofit work required.
• Able to operate Mac computers.
• Able to create multimedia presentations.
• Knowledge and experience in social media networking.
• Excellent organization and communication skills required.
• Must have a reliable, energetic, detail oriented and patient personality.
• Friendly, able to work both independently and in a team.
• Concerned about improving the lives of marginalized youth, women, immigrants and families

Hours: Community Development Interns would be expected to participate a minimum of 1 day for 2 hours a week. These hours are flexible and may be increased based on student availability and Brooklyn Technical High School requirements.

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