



The Staten Island Foundation

260 Christopher Lane, Suite 3B
Staten Island, NY 10314
718-697-2831

Student Intern

Compensation: \$20 per hour

10 to 20 hours per week depending on availability and workflow

Duration: 6 months to a year (flexible)

Internship Summary

The Staten Island Foundation (Foundation) seeks a Student Intern to assist with specific projects while learning about the Foundation's mission to improve the quality of life on Staten Island. Projects include assisting with the implementation of The Elizabeth Dubovsky Fellowship in Social Work, maintaining our social media, as well as assisting with grantmaking processes. The intern will work closely with the Executive Director and other members of the Foundation's small staff and network of grantees. During the course of the internship, there will be opportunities to learn about various careers in philanthropy and nonprofit organizations.

About The Staten Island Foundation

The mission of the Foundation is to improve the quality of life on Staten Island, particularly for the least advantaged, with a focus on improving education, health, community services, and arts & culture. Annual giving is over \$3 million in grants to over 100 organizations approved at quarterly Board meetings. The Foundation is governed by a diverse group of nine of Staten Island's most experienced community leaders. The small staff of four works closely with the Board. To learn more about the Foundation, please visit www.thestatenislandfoundation.org.

Qualifications

- Mature college or graduate student studying in a related degree program
- Resident of Staten Island
- Excellent writing and verbal skills are required
- Proficient in Microsoft office
- Comfortable with participating in various social media platforms
- Interest in community service
- Ability to collaborate with others, work independently, and manage time effectively
- Position is primarily on-site

Key Responsibilities

- Outreach and publicize Fellowship opportunity
 - Assist applicants to submit Fellowship applications
 - Organize materials for Fellowship application review
 - Assist with the organization of monthly learning sessions with Fellows
 - Provide support for Social Work conference
 - Work with the Executive Director to develop the Foundation's social content
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- Work with grantees for their participation in Foundations social.
 - Participate in additional special projects as needed
 - Provides general assistance to staff

How to Apply

Please submit a resume, writing sample, and cover letter telling us about your interest in this position to info@thestatenislandfoundation.org. Applicants will be contacted for interviews.

The Staten Island Foundation is an equal opportunity employer and is firmly committed to complying with all federal, state, and local equal opportunities laws. The Foundation prohibits discrimination against employees and applicants because of the individual's race or color, religion or creed, immigrant, gender, national origin, age, sexual orientation, gender identity or expression, or any other characteristic protected by law.