An internship is a **mutually beneficial experience** that provides clearly defined and challenging assignments for the individuals. All our internships are rooted in a **programmatic initiative** that is personally and **professionally transformative** and instills a sense of community. The overall internship program should produce lifelong advocates for the Red Cross.

American Red Cross Internship Guidelines:
- Promote a solid understanding of the Red Cross mission, values, and goals
- Provide clear expectations of their performance, project guidelines, and specific outcomes
- Impact the team and/or organizational mission
- Promote learning, networking, and the development of transferable skills

To Apply:

Email your Resume *and* Cover Letter to GNYinternships@redcross.org
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Executive Internships

Regional CEO Intern: Board Associate
The Board Associate Intern will work directly with The American Red Cross of Greater New York's Regional CEO. The ideal candidate will possess an interest in working in a nonprofit organization and leaving a valuable footprint in the Red Cross' largest Chapter.

Projects
This individual will focus his or her time on improving, designing, and identifying areas of improvement on the 3 boards across the Greater New York Region

Key Responsibilities
- Clarifying succession plans across all 3 chapters in the region for board chair and committees
- Reviewing by-laws to reconcile difference among 3 chapters
- Codifying board committee structures, leadership terms for chairs
- Codifying board terms template so we can see members are hitting their term limit
- Creating materials in a professional form so that they can be shared with the executive committee on a regular basis, and easily updated
- Strengthening board orientation materials for new members
- Identifying and defining "special task forces" involving board members
- Clarifying and defining a board self-evaluation process
- Clarifying and identifying a process for establishing individual, and board, goals at the start of the fiscal year

Qualifications
- Graduate Student, preferred
- Proficient in English
- Proficient in Microsoft Office

Regional Chief Operations Officer Intern
Support COO with business and finance related analysis, statistical gathering and metric reporting for regional initiative and performance metrics. Support HR Staff Development activities and training. Participate in and support Volunteer and Service Delivery Activities of the Sr. Leadership

Key Responsibilities:
- Develop and gather data on annualized goal, benchmark and performance; and assist with report generation for Senior Leadership
- Support COO in planning and executing HR skill training; support team development activities; support committee work and activities

Qualifications
- Must be Graduate Student
- Familiarity and comfort with spreadsheets and PowerPoint
- Good communication skills--written and verbal
- Interest in business practice and processes
- Comfort in cubicle environment in moderately busy office
- Ability to work on laptop at desk
- Individual must be self-motivated and able to work without supervision
- Comfortable around Senior Leaders, Board members and Director level personnel
- Interest in management and personnel development is helpful
Disaster Services

Community Preparedness Intern
Interns within the Community Outreach and Preparedness department will fulfill the American Red Cross mission to "prevent and alleviate human suffering" by educating the public on important health and safety topics within the Greater New York region. All intern responsibilities will be influenced by the individual's passions and areas of expertise.

Projects
*Preparedness programming* – Interns will present Red Cross programming to community organizations throughout the five boroughs. This includes one 45-minute emergency preparedness presentations, two 30-minute children's programming on personal hygiene, water safety and basic aid training and 3. Tabling events where you will answer questions and promote general safety and awareness.

*Targeted preparedness initiative* – Interns will take our programming a step further and work with specific community groups to follow through on the preparedness steps.

Key Responsibilities
- **Monthly volunteer gatherings** – Interns will provide content development for our monthly team meetings. These gatherings are two-fold. They act as 1. New volunteer orientations, where we teach new volunteers how to become preparedness experts and 2. Current volunteer meetings where we facilitate discussions on team-chosen preparedness topics.
- **Preparedness research** – Interns will provide research assistance on specific questions brought forth by community members. These questions may have to do with emergency preparedness resources in the NYC area or specific questions on American Red Cross resources.
- **Social media content development** – Interns will develop and promote preparedness content for Red Cross designated social media outlets.
- **Preparedness pledge program development** – Interns will work as a team to develop the preparedness pledge program, which will facilitate individual preparedness in NYC.

Qualifications
- **Excellent public speaking abilities** – Candidates must either possess or have a strong desire to develop the ability to command a crowd.
- **Strong desire to learn** - Candidates must be interested in learning about health and safety topics, especially focused on emergency preparedness.
- **Creativity** – Candidates should be able to integrate the programs our department currently offers with fresh ideas and new perspective.
- **Second language capabilities** – In addition to an excellent command of English, the ability to present in a second language is a plus.
Disaster Program Community Coordinator: Bronx/Brooklyn

Their impact will be on community preparedness and community resilience.

Projects
The intern will work alongside the Disaster Program Manager (DPM) and their volunteer partner creating and fostering relationships with community groups. The intern may spend time canvassing, calling, and meeting with community organizations. The intern will be involved in preparation of information, documentation, and desktop presentations for community based organizations on the ARC mission.

Key Responsibilities
- The intern will work alongside the DPM and their volunteer partner creating and fostering relationship with community groups. The intern will be involved in preparation of information, documentation, and desktop presentations for community based organizations on the ARC mission.

Qualifications
- Excellent verbal and written communications skills with the ability to build rapport quickly and engage collaboratively with individuals at all levels.
- Flexibility regarding workload and comfortable changing directions quickly in a very demanding environment.
- Excellent attention to detail and ability.
- Strong initiative and ability to work independently.
- Capacity for problem-solving and troubleshooting with strong focus on results
- Proficiency with MS Office products.
- Ability to manage stress and to stay calm during hectic situations.

Disaster Exercises Intern

The Disaster Exercises Intern will play a key role in helping to develop, deliver, and evaluate exercises conducted by the American Red Cross in Greater New York. Exercises provide hands on opportunities for volunteers to be engaged, practice skills learned, and evaluate plans.

Projects
- Development of Exercise documentation
- Planning of Exercises
- Delivery of exercises
- Evaluation of exercises and the development of improvement plans

Key Responsibilities
- Create and edit the written materials and presentations used in the planning and running of a disaster exercise
- Help plan and coordinate exercises
- Participate in the running of exercises as part of the Exercise Team
- Help create and edit the written materials developed at the conclusion of an exercise
- Help with the running of exercises

Qualifications
- Mastery of Microsoft Word, PowerPoint, Excel
- Organized
- Interest in planning
Disaster Training Intern
The Disaster Training Intern will work with the training manager to develop and enhance the training programs offered through Disaster Services Training activity.

Projects
- Training records management
- Career path development
- Training Resource Management
- Course development
- Spontaneous Volunteer Management

Key Responsibilities
- Update training records in online systems
- Participate in planning for disaster training
- Update and maintain training information
- Support students in the registration and delivery of training
- Support the delivery of training classes through training material management

Qualifications
- Mastery of Microsoft Word, PowerPoint, Excel
- Organized
- Interest in emergency preparedness

Disaster Workforce Engagement Intern
This position will support volunteer engagement and the staffing of planned and unplanned events.

Projects
- Assist in the planning and development of special events
- Work with a group of volunteers who are interested in changing volunteer positions within Workforce Engagement.
- Assist with the staffing of planned and unplanned responses as needed.

Key Responsibilities
- Assist in the planning and implementation of a volunteer Open House scheduled in the spring.
- Reach out to volunteers by phone and email to discuss their volunteer position, provide information and discuss their Red Cross experience.
- Assist with the planning and logistical support of Workforce Engagement projects and initiatives.

Qualifications
- Strong computer skills – including Microsoft Office
- Excellent organizational, interpersonal and communications skills
- Flexible and able to adapt to changing priorities during the workday
**Disaster Logistics Intern**

In a continuous effort to constantly improve the Logistics department; the work that this intern would contribute, will allow the Logistics department be better prepared and better able to respond during relief emergencies. In turn, the intern will gain valuable knowledge in regards to the world of Supply Chain Management during disaster relief operations.

**Projects**
1) Volunteer record management; the intern will assist in maintaining and updating volunteer records in Volunteer Connection.
2) Regional asset tracking; the intern will work alongside the Regional AD of Logistics to streamline spreadsheets used to capture and process data from regional inventory counts.
3) Volunteer Engagement; the intern will assist in designing strategies to further engage Logistics volunteers and attract new volunteers.
4) Assist with field projects such as warehouse operations.

**Key Responsibilities**
- The intern will be responsible for maintaining records, such as classes that volunteers have taken, vehicle & equipment certifications, hours, etc., in Volunteer Connection.
- The intern will work with the Finance department to find ways to streamline the data capturing process for inventory counts (with guidance from Logistics Assistant Director).
- Intern will assist with field projects such as pre-staged spot checking (this is where we assess the overall health of stock that is staged remotely).

**Qualifications**
- Proficiency in Windows & Mac operating systems, with focus on Microsoft Excel.
- Ability to lift at least 45 lbs.
- Ability to stand for extended periods of time.
- Valid driver’s license (not a requirement, but preferred)

**Disaster Communications Intern**

The Disaster Communications Intern will develop a strategic volunteer program promoting the efforts of the Disaster Cycle Services Volunteers through a variety of media platforms.

**Projects**
This Intern would work closely with the External Affairs team and the DCS unit, helping bridge communications in many formats. Some might be: newsletters, videos, blogs, etc. Intern will be exposed to hands on experience with Information Dissemination, Information management, Situational Awareness, Readiness, and Preparedness.

**Key Responsibilities**
Working with Volunteer & Staff to gather updates
Create a message to be delivered monthly/biweekly
Creating clear and concise information in a creative format

**Qualifications**
- Desire to share and consider all the facts in a creatively and simple communicative way.
- Willingness to learn
- Communications major preferred
Development

Development Intern
We are seeking a fundraising/development intern for the American Red Cross. This internship will provide selected candidates with first hand fundraising experience working with the American Red Cross Greater New York Regional Development Team. Interns will gain insight into the American Red Cross world of corporate, individual, foundation and special event fundraising all done with a focus on raising necessary funds to fulfill mission activities.

Key Responsibilities
- Research potential fundraising partners
- Outreach to corporate /individual fundraising partners via email, phone
- Attend donor meetings as appropriate
- Field work - hands on participation in daily Red Cross mission activities
- Join special events team to assist in fundraising event planning and follow up
- Join development team - at all staff meetings
- Participate in Development Team fundraising strategy meetings

Qualifications
- Enrolled in Graduate School
- Detail oriented
- Ability to multi-task
- Very personable, and comfortable talking to people in a professional manner
- Ability to work as part of team
Corporate Engagement

Corporate Engagement Program Support Intern
The Corporate Volunteer Engagement Intern will assist the Manager directly in helping to research, plan and engage corporate employees who want to give back to the Red Cross. They will help with Volunteer Management, creating opportunities for engagement, event planning, and data entry.

Projects:
- Create a Reference Guide for Corporate Engagement Opportunities
- Research Best Practices for Corporate Engagement

Key Responsibilities:
- Corporate and non-profit research – finding opportunities and seeing what other charities are doing
- Assist in administrative work on planning programs and running events (ex. Help in setting up for a volunteer event)
- Entering volunteers into the system
- Making ID badges
- Speaking with corporate employees about The American Red Cross and ways to get involved

Qualifications:
- Previous Research Experience
- Hard-working, motivated planner
- Interest in corporate philanthropy and non-profit work
- Personable, ability to talk to a wide range of individuals
- Organized – able to juggle multiple projects and switch gears quickly
- Administrative experience a plus
- Flexibility with travel (within the greater NY region)
Youth Services

Red Cross Club Consultant
Red Cross Club Consultant supports and guides the Red Cross Clubs in their service engagement as well as informs the Club about opportunities that lay at the local Red Cross unit level.

Projects:
- Develop Region and Chapter Wide Events
- Work as a team to develop Red Cross Clubs
- Assist in creating our Regional Youth Recognition Event

Key Responsibilities:
- Meet with Red Cross Club officers and Club Advisor
- Ensure the Clubs are utilizing Volunteer Connection
  - Assist the Red Cross Club officers with Club registration/renewal process
  - Ensure that the Club enters all Club Events in Volunteer Connection
- Provide Club with guidance and resources to be successful
- Integrate Club members into the activities of the local Red Cross unit.
- Provide Club members with volunteer opportunities through multiple lines of service.
- Create and maintain an environment where youth feel empowered to lead and mobilize peers in community service projects addressing local and global issues.
- Assist with managing Red Cross Club funds according to budget guidance.

Qualifications:
- Have a flexible schedule
- Have experience working with and leading youth
- Be electronic and social media savvy
- Strong Public Speaking Skills
- Comfortable working with diverse populations
- Punctuality and Reliability
- Willingness to travel throughout local area.
Communications Department

Communications Intern
The Communications Department at the American Red Cross Greater New York Region conveys the work of the Red Cross to the organization's constituents—donors, volunteers, employees, media and general public. The Greater New York region consists of New York City, Long Island, the Lower Hudson Valley and Greenwich; Media relations interns will support the day-to-day activities of the department.

Key Responsibilities:
- Develop, write, edit and proof communications materials such as press releases, web stories, blog posts and event scripts
- Assist in pitching Red Cross story ideas to local media
- Assist in communications support of organizational events (i.e., Annual Red Cross Ball, various fundraising events, Volunteer Recognition Event)
- Support Red Cross social networking activities (Facebook, Twitter, blog)
- Assist in tracking Red Cross mentions in the local media
- Maintain up-to-date media lists
- Additional administrative assistance as needed

Qualifications:
- College curriculum in Communications and/or Public Relations preferred
- Strong writing skills
- Familiarity with social media platforms (Twitter, Facebook, Blogger)
- Ability to work both independently and on a team
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Bilingual (Spanish and English) a plus
- Experience using video editing software a plus (Movie Maker, IMovie)
- Blog experience a plus

Editorial/Social Media Intern
The American Red Cross Greater New York Region responds to, on average, 5 to 7 disasters per day. The Editorial/Social Media Intern will serve an integral role in supporting the Communications Department in conveying the work of the Red Cross to the organization's constituents—donors, volunteers, employees, the media and the general public.

Key Responsibilities:
- Develop, write, edit and proof communications materials, including web stories, blog posts, press releases and event scripts.
- Promote and raise awareness of Red Cross values, content and activities on social media with posts and photographs/captions.
- Assist with administering and managing multiple Red Cross social media accounts, including Facebook, Twitter, Flickr, YouTube and our Changing Lives Blog.
- Assist in social media tracking/listening and community engagement/interaction.
• Participate in the media coverage of disaster responses (i.e., ride along with Greater NY disaster responders to the scene of a house fire or other emergency). This will be a chance for a "hands-on" look at the work of the organization.
• Interview survivors of disasters, transcribe interviews, and write their stories.
• Assist in communications support of organizational events (i.e., Red Cross Ball, fundraising events, volunteer recognition events)

Qualifications:
• Strong writing skills for different platforms. Previous writing experience with blog posts, web/editorial stories and social media posts—FB and Twitter—is desired (Will be asked to submit writing samples.)
• Experience with Microsoft Outlook applications
• Strong communication skills and empathy for disaster survivors a must.
• Ability to work independently and on a team
• Experience using video editing and imaging software a plus (Photoshop, iMovie, FinalCut)
• Photography experience a plus
• Blogging experience a plus
• Need to be able to work under emotional and stressful situations

Community Relations Volunteer

The Community Relations volunteer will assist in outreach efforts for federal, state and local elected officials as well as activities that increase community awareness of the services and programs provided by the Greater New York Region. The internship involves directly assisting the Regional Senior Director, Community Relations and the Community Relations Manager.

Key Responsibilities
• Assist in outreach activities to federal, state and local elected officials
• Track disaster responses and informing elected officials and community leaders of disaster responses in their districts.
• Accompany members of the Community Relations Department to meetings with elected officials and community leaders
• Assist the Community Relations Department as needed in the cultivation of relationships with stakeholders
• Provide support for community outreach activities and special events.

Qualifications
• Proficiency with Microsoft Office (Excel, PowerPoint, Word and Outlook) and internet research
• Interest and some understanding of the legislative process preferred
• Willingness to travel throughout the five boroughs of New York City, Lower Hudson Valley and Long Island
Long Island

Office of the CEO Administrative Intern
This position is an opportunity to serve as an active member of the Executive and Management Department working directly with the Business Operations Manager on Long Island in support of the office of the CEO. This opportunity will allow for exposure to a wide variety of non-profit and management related activities, such as assisting with the daily functions of operating and leading a local non-profit. The American Red Cross on Long Island is under the umbrella of a regional structure and national organization.

Key Responsibilities:
- Assist CEO's office with special projects and office support tasks
- Provide support to staff with general office task (word processing, copying, organizing, etc.)
- Prepare materials for board and CEO related events and meetings
- Record and maintenance of CEO's contacts, events and meetings

Qualifications:
- Excellent organizational skills
- Must be able to handle sensitive and confidential information appropriately
- Detail oriented
- Must be proficient in Microsoft Office Suite (e.g. Excel, Outlook and Power Point)
- Comfortable sitting and typing for extended periods
- Able to move items that may weigh at least 10lbs
Metro New York North

Development Intern / Administrative Coordinator

This position will support the local development department in raising funds and event planning. The Development Department raises the funds that allow the Red Cross, an international organization, to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

Projects
Supporting the senior fundraising staff in: fundraising, event planning and execution, database maintenance, data entry, clerical support, support with mailings and assistance with acknowledging honor/memorial and in-kind gifts, collaboration with fundraising team in NYC.

Key Responsibilities
- Entry of annual Financial Development plan into Salesforce
- Updating donor records and ask records on a weekly basis
- Assisting with cultivation & solicitation mailings to major donors

Qualifications
- Highly organized
- Detail orientated
- Able to multitask
- Microsoft Office knowledge
- Previous data entry experience preferred

Disaster Workforce Engagement Support Specialist

These interns will be instrumental in supporting volunteer engagement, training and ultimately volunteer satisfaction. The ARC mission relies upon recruiting and retaining committed volunteers. DWE, in close concert with the Volunteer Resources Department (VRD), is tasked with making the volunteer experience as amenable and meaningful as possible.

Projects
- Review, merger and assistance with records for all MNYN volunteers
- Assist in development and refinement of tools, processes and resources
- Ongoing assistance to MNYN Disaster Services Training Unit
- Review, update and maintenance of all training materials

Key Responsibilities
- Assist with Staffing tasks if/when large events occur
- Help manage volunteer satisfaction/expectations
- Close collaboration with Volunteer Resources Department initiatives

Qualifications
- Flexibility!
- Willingness to learn (& mentor, if appropriate) new systems
- Sense of humor hugely helpful
- Good phone manner/people skills helpful
Safety Town Coordinator

The American Red Cross Metro New York North Chapter is hosting its annual children’s safety and preparedness program, Safety Town. Children attending Kindergarten in the upcoming school year are invited to attend Safety Town for one week, either June 4-8 or June 11-15, to learn about safety topics such as fire prevention, crossing the street safely, stranger danger and much more.

Projects
Candidate oversees and maintains files, documents, and materials for the program, Key contact for participation.

Key Responsibilities
- Create applications, assist in hiring and training instructors
- Create applications for potential students, post on website, review
- Contact nursery schools
- Arrange logistics (site, transportation, rental of child-sized furniture)

Qualifications
- Ability to work with people of all ages
- Ability to work independently and on a team
- Excellent computer skills
- Flexibility