



### About City Atlas: New Haven

City Atlas is a new project about the future of New Haven. We feature and promote the sustainability goals of New Haven and Yale, and help connect members of the Yale community to the city's new initiatives and civic organizations. We aim to strengthen the ties between social justice, sustainability, and community building.

City Atlas: New Haven is modeled on City Atlas: New York ([newyork.thecityatlas.org](http://newyork.thecityatlas.org)). City Atlas: New Haven is the beginning of a network of sites in partnership with universities, drawing on talented young people to create a new, locally relevant platform for a public conversation about the future. (A project is beginning in China as well, at [beijing.thecityatlas.org](http://beijing.thecityatlas.org)).

<b>Position Title:</b>	Summer Intern
<b>Location:</b>	New Haven, CT (with potential for remote work)
<b>Part-Time:</b>	(2-10 hrs/wk)
<b>Internship Duration:</b>	Minimum 2 month period; flexible start date (preferable start early June)

### Description

Do you want to learn more about developing a nonprofit? Hone those communication skills? Are you interested in sustainability, improving your city, or getting something cool in New Haven on the radar? City Atlas: New Haven wants to help you do it! We are seeking summer interns for the 2015 season who not only want a great “resume builder” under their belt, but also want to gain experience working on the ground to develop a nonprofit in a city they care about. This is a part-time, unpaid internship position, lasting approximately two (2) months with a flexible start date of early June 2015. Weekly time commitment is flexible depending on the needs and circumstances of the applicant. Ideally, candidate will have personal laptop computer to complete work on and is responsible for own transportation if required.

### Responsibilities

- Assist with range of tasks including, but not limited to: (\*Only if highly qualified)
  - Audio interviews and transcription
  - Producing written content ranging from articles to news pieces to interviews and everything in between
  - Assisting with social media platforms (Facebook, Twitter, LinkedIn, Instagram, Youtube, blog)
  - Assisting with website development and maintenance
  - Attending community events to publicize and promote project
  - Grant writing\*
  - Partnership formation\*
- Assist other staff and interns
- Participate in brainstorming sessions to contribute creative ideas and suggestions for new initiatives, partnerships, content generation, etc.
- If you have specific interests or skills, please specify these at the time of application. We are open to modifying responsibilities to suit applicant's strengths

### Qualifications:

- An interest in one or more of the following (required): sustainability, community-building, communications, writing, social media
- Excellent oral, written, and communication/presentation skills
- Strong communication and interpersonal skills; Comfortable talking with and interacting with others; Ability to work well with diverse groups of people
- Self-starter, willing to work with minimal supervision, extremely organized, eager to learn
- Preferably pursuing college degree (juniors/seniors preferred; but will consider all other class levels and grades, including high school — do not let this deter you from applying!)
- Familiarity with New Haven highly desirable

### How To Apply:

Interested applicants should send a resume, short cover letter, and brief writing sample to [liana.epstein@artistascitizen.org](mailto:liana.epstein@artistascitizen.org) with “City Atlas: New Haven Summer Internship” in the subject line. Tell us why you are the intern we've been looking for and what you can bring to the team! Be sure to include any relevant experience you have and specify interests and/or particular tasks you'd prefer to work on. Applications will be considered on a rolling basis, so **apply as soon as possible!**

Have questions? Want to learn more? Contact Liana Epstein at [liana.epstein@artistascitizen.org](mailto:liana.epstein@artistascitizen.org)

