

Administrative/ Program Intern

The Washington Square Park Conservancy is a not for profit organization working with NYC Parks and neighborhood groups to ensure that Washington Square Park continues as a diverse and historical urban green space through engaging volunteers and raising funds to help keep the park clean, safe and beautiful. The Administrative/Virtual Program intern will work closely with the Deputy Director and Sr. Community Relations Manager to support the Conservancy's efforts. This is primarily a remote internship position, with some in-person work (outdoors in Washington Square Park) according to local COVID regulations.

Administrative Responsibilities Include, but are not limited to:

- Assisting with fundraising database management.
- Organizing organizational records and images.
- Coordinating/communicating with WSPC's board.
- Assisting with email list/contact list organization.
- Assisting with physical mailings.
- Assisting WSPC calendar/scheduling.
- Monitoring organization email accounts.

Virtual Program Responsibilities Include, but are not limited to:

- Coordinating virtual programs, such as fitness classes, online lectures, children's activities, etc.
- Management of WSPC online event page/calendar.
- Assisting Sr. Community Relations Manager with advertising virtual and in-Park events.
- Coordination with Community Arts Grantees for virtual events.
- Assisting with WSPC volunteers (scheduling, communications, etc.)
- Opportunities to assist the Sr. Community Relations Manager/Deputy Director at in-Park programs and events.
- Opportunities to innovate within WSPC's program structure.

Work Hours and Compensation:

- Interns will work 15 hours per week, scheduling of those hours is flexible and will be determined between you and WSPC prior to internship start date.
- This is a 4-month position, beginning in May.
- Compensation: school credit or \$15/hr.

Requirements:

- College sophomore or above.
- Access to a computer or other internet-enabled device with a microphone and webcam.
- Strong work ethic and ability to work with limited supervision.
- Connection to Washington Square Park/Greenwich Village community a plus.
- Ability to work in-person at Washington Square Park (dependent on permissions by local regulations according to COVID restrictions).