



Research Internship New York City

West Harlem for Environmental Justice a/k/a WE ACT for Environmental Justice is a Northern Manhattan community-based organization building healthy neighborhoods by ensuring people of color and/or low-income, participate meaningfully in the creation of sound and fair health and environmental protections, policies and practices.

We are seeking an individual to conduct background research and schedule meetings and interviews to support the Executive Director (ED) of WE ACT and her team as they tell the story of the Environmental Justice movement. *We're writing a book!* The Intern will:

- Serve as administrative support to the ED: taking notes at meetings; giving summaries of meeting notes to the team with next steps; and organizing book materials effectively.
- Communicate with potential interviewees, obtaining schedules and contact information.
- Collaborate with the Executive Assistant to get interviews calendared promptly and within deadline.
- Know-how-to research and assemble data using Excel, Word, and PowerPoint.

QUALIFICATIONS & EXPERIENCE

The successful candidate will have the following qualifications and experience:

- 1-2 years writing experience, administrative assistant experience or any background in writing, preferred. English Majors encouraged!
- Proficiency with Google, Microsoft Office Suite, Adobe, web & app based services.
- Ability to adhere to deadlines and possess strong administrative skills.
- Excellent attention to detail with an impeccable work ethic.
- Passion for equality – rooted in an understanding of racism, would be welcomed.
- LOVES the editorial-to-production process: In another life you would have been a book!

This position reports to the Executive Director of WE ACT in our New York City office.

COMPENSATION

Internship is for a minimum of 7-10 hours a week with a stipend of \$500 monthly. This is a hybrid/remote opportunity and the internship will be open until filled.

HOW TO APPLY

Interested applicants should send their resume as a WORD or PDF document to David.Hudson@weact.org. Please put in the subject line "WE ACT Paid Internship". All staff, including interns, must be and are fully vaccinated.

WE ACT internships are equal opportunity and we strongly encourage candidates that are people of color, women, person's w/disabilities, military personnel, seniors, and gender & orientation positive, to apply. Thank you.