2023 Fall Internship Program
Remote, with opportunity to work in NYC office – Part-time

**Position Title:** Digital Communications Intern, Mayors Migration Council

**Status:** Part-time (15-25 hours/week)

**Location:** Remote, with opportunity to work in NYC office.

**WHO WE ARE**

The Mayors Migration Council (MMC) is a mayor-led coalition that accelerates ambitious global action on migration and displacement to create a world where urban migrants, displaced people, and receiving communities can thrive.

To fulfill our mission, we support mayors and the cities they lead with: **City Diplomacy** to influence policy decisions on migration and displacement at the national and international level; **City Practice** to unlock financial and technical resources to implement local solutions for migrants and displaced people; **Communications** to raise awareness on city leadership among global audiences; **Knowledge** to generate and share evidence on urban migration and displacement; and **Stakeholder Engagement** to build a coalition of local and global champions.

We are a nimble team of political advisors and urban practitioners led by a Leadership Board of global city leaders, including the mayors of Amman, Bristol, Dhaka North, Freetown, Kampala, Milan, Montevideo, Montreal, and Zürich. We are managed as a Sponsored Project of Rockefeller Philanthropy Advisors (RPA) and operate with the institutional support of the Conrad N. Hilton Foundation, the IKEA Foundation, the Open Society Foundations, the Swiss Agency for Development and Cooperation, and the Robert Bosch Stiftung, in addition to other project-based donors.

To learn more, please visit [our website](#) or follow us on [Twitter](#), [Facebook](#), and [LinkedIn](#).
WHOM WE SEEK

The MMC Fall Internship is designed to attract students based on their interests and studies and to develop a range of professional skills and experiences. Interns will immediately begin contributing to projects and assignments.

We are seeking a highly motivated and detail-oriented individual to join our team as a Digital Communications Intern. In this role, they will be responsible for aiding in the building and maintaining of our new MMC website (launching Fall 2023) and taking on other special communications projects as necessary.

RESPONSIBILITIES

- Aid in uploading content onto the new MMC website (launching Fall 2023), which is hosted on WordPress.
- Support maintenance of the MMC website, including creating and updating written and visual content.
- Employ knowledge of SEO, digital marketing, and website design to assist in communications.
- Generate regular metrics reports to assess the productivity of web-based activities.
- Perform data entry responsibilities, including updating photo archives and mayoral quote banks.
- Support the design and production of branded collateral, such as brochures, reports, signage and event materials, digital assets, etc.
- Draft content for the MMC’s editorial calendar (blogs, social posts, etc.) as needed.
- Work on special communications projects as appropriate.

REQUIRED QUALIFICATIONS

- Currently enrolled in a university or graduated in the calendar year 2023.
- Legally authorized to work in the US without visa sponsorship now or in the future.
- Available to work for the duration of 10 weeks from September 2nd– December 1st, 2023 with the possibility of extension.
- Website management experience, with preference for direct experience with WordPress and Google Analytics.
- Proficiency with Microsoft PowerPoint and Adobe Creative Suite (Photoshop, Illustrator, InDesign) desired; advanced graphic design experience a plus.
Knowledge and understanding of social media platforms (Facebook, Instagram, Twitter, YouTube, LinkedIn, etc.).

- Ability to work effectively independently and within a team environment.
- Effective written and verbal communication skills.
- Ability to adapt quickly in a rapidly changing environment.
- English proficiency required. Proficiency or fluency in a second language is a plus.
- Genuine passion for urban innovation and commitment to the protection, inclusion, and equity of migrants and displaced populations worldwide.

**COMPENSATION**

Payment: $25/hour.

**APPLICATION PROCESS**

In order to be considered, all applications must include a cover letter describing your interest and qualifications and your resume. Please send your application materials to intern@mayorsmigrationcouncil.org. Applications will be reviewed on a rolling basis until the position is filled and no later than August 10, 2023.

*Rockefeller Philanthropy Advisors is an equal opportunity employer.*

*Rockefeller Philanthropy Advisors celebrates the uniqueness of our staff, our partners, and the communities we serve. We are committed to inclusion with the goal of cultivating a culture of belonging and acceptance. We strive to embed this value in our philanthropic work to advance a more just, equitable and sustainable world.*