



55 Broad St | New York, NY
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Marketing and Communications Intern

The Marketing and Communications Intern will be a creative, self-starter with proficiency in communications, content creation and social media platforms. S/he should be adept at handling and prioritizing multiple assignments, and eager to grow and learn. This position provides exciting opportunities to network, and gain valuable skills.

About NYPH:

New York Passive House (NYPH) is an independent, non-profit organization that promotes the Passive House building energy standard in New York. Through various public outreach efforts, educational, support of industry professionals and advocacy, the organization has provided much needed support to promote healthy, comfortable and energy efficient built environment through the adoption of the Passive House standard.

Responsibilities:

- Implement and schedule social content for various social platforms;
- Prepare and distribute marketing materials within social media, web, print, and email;
- Assist in communications support of organizational events;
- Maintain and develop media partnerships;
- Provide general administrative support as needed.

Qualifications/Requirements:

- Degree-seeking student in the fields of Communications, Marketing, Journalism or Environmental Studies. Graduate student applicants are welcome;
- Experience with social media platforms;
- Strong interpersonal, organizational and analytical skills;
- Ability to organize and prioritize projects efficiently with tight deadlines;
- Strong interest in digital media, marketing and PR;
- Excellent creative writing and editing skills;
- Strong interest in climate change, green buildings;
- Prior social media management experience is ideal but not a requirement
- Ability to work 10-20 hours/week

To apply, please send a resume and cover letter describing your qualifications to aliala@nypassivehouse.org