

Community Outreach Internship

We are a media driven organization based out of Western New York, serving the community. Our mission is to empower Muslims and non-Muslims to voice, connect, and contribute by utilizing creative media. To find out more visit www.wnymuslims.org.

Internship Description:

WNYMuslims is seeking a highly motivated individual with experience and a passion for outreach, communication, marketing, public relations, and fundraising. The Community Outreach Intern will serve as a representative of the organization, sharing WNYMuslims' mission and vision throughout the community with various organizations and businesses. Knowledge of communication, public relations, and advertising concepts is ideal. Qualified candidate will be an action-orientated team player with excellent written and oral communication skills.

Responsibilities:

- Management of organization's public image and presence
- Establishing beneficial partnerships for the organization with other various diverse community organizations
- Efficient structuring, as well as execution, of cold calls, emails, mailings, and visits to local businesses regarding sponsorships and donations
- Development of organization promotion and presentation tools
- Attendance and networking at community events and business meets as needed
- Design, coordination, and implementation of community outreach and fundraising initiatives
- Ability to manage multiple projects concurrently and prioritize
- Perform other related duties as assigned

Internship Requirements:

- Experience in business, communications, sales, public relations, and public speaking
- Strong proficiency in Microsoft Office
- Ability to communicate and interact with individuals at all levels internally and externally with strong command of the English language
- Entrepreneurial drive and exceptional work ethic coupled with outstanding presentation and interpersonal skills

How to Apply:

Qualified candidates should send a cover letter, resume, and writing samples to Opportunities@wnymuslims.org.