



## **Position Available: Communications and Development Intern (paid )**

Chhaya is seeking a dynamic Communications and Development intern! The Communications and Development Associate's primary responsibilities are to support the organization in the areas of communications especially online communications; and providing some support to the Development and Communications Director on reports to donors on the organization's successes, programmatic work, and new initiatives.

### **Responsibilities:**

- Develop and manage communications materials for the organization including website, materials for media (press releases, advertorials, and op-ed pieces),
- Coordinate organization's communications including designing email flyers, management of organizational database, and supporting design of programmatic materials;
- Provide support to media and community outreach

### **Qualifications:**

- Excellent writing skills;
- Good design or layout skills or interest and fluency with databases; interest and comfortable with sending out email blast.
- Experience and ability to manage priorities and juggle multiple demands;
- Strong interpersonal and communications skills;
- Extremely well organized and detail-oriented;
- Strong interest in immigrant and financial justice issues;
- Multilingual skills in Bangla, Hindi, Nepali, Punjabi or Urdu an asset but not necessary

*Note: Some weekend and evening hours may be required, and compensated for with flexible hours.*

Reports to: Chhaya's Director of Development and Communications

Salary: Stipend and travel expenses

To apply: Send a resume, a thoughtful cover letter , one writing or design sample to [sujatha@chhayacdc.org](mailto:sujatha@chhayacdc.org) . For more information on Chhaya, please visit our website:

[www.chhayacdc.org](http://www.chhayacdc.org). This is an interesting position with growth possibilities and opportunity to acquire valuable skills and knowledge with a dynamic team.

Chhaya CDC is an equal opportunity employer.

Chhaya Community Development Corporation is a non-profit organization focused on improving access to housing opportunities, resources, and information for South Asian Americans throughout New York City and the metropolitan area as well as new immigrants. Based in the borough of Queens, Chhaya provides services, conducts education, advocacy and civic engagement, and organizing in key housing areas including tenant rights, homeownership, housing discrimination, predatory lending, and foreclosure prevention.