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New York Digital Engagement Intern Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latine power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latine voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latine across the country to fuel a larger reproductive justice movement.

Position Description: Latina Institute New York seeks an intern who is passionate about reproductive justice to help engage, activate, mobilize, and organize supporters, activists, and allies of Latina Institute digitally. This includes supporting the base building strategies of the New York team and maintaining our state social media presence in New York. Over the course of 20 hours a week, the intern will assist our New York team in various tasks such as administrative, digital engagement, and civic engagement activities.

Reporting to the New York Field & Advocacy Manager, the ideal candidate works well in teams, is passionate about organizing to elevate Latine power in the state and is tech-savvy.

As the New York Digital Engagement Intern, your week may include tasks such as:

- Supporting the NY Organizer with outreach through calls and via the Signal messaging app.
- Researching and coordinating events, including identifying locations, pricing, and other logistical details for meetings and events.
- Strategizing how to grow engagement.
- Uploading content onto our state social media pages.
- Collecting content to craft the monthly newsletter.

Location: Remote

Due to the nature of this role, you do not need to be based out of New York but must have strong knowledge of the New York landscape.

Employee Status: Temporary/Part-Time, Non-Exempt, 20 hours per week
Flexible schedule of Monday - Friday

Job Duties Breakdown:

50%- Creating and uploading content to the state social media pages

25%- Crafting the Monthly Newsletter

15%- Administrative tasks

10%- Assisting the State team as needed

Responsibilities include (but are not limited to):

- Co-creation of online content using Latina Institute New York digital assets including, SMS, email, newsletters, emails, and other digital platforms.
- Coordination of New York's digital and social media calendar.
- Data entry for in person and virtual meetings via Every Action Network.
- Digital engagement and outreach activities to include:
 - Collaborating with NY Manager to develop concepts, adapt, and produce digital content that engages our online community to take action.
 - Support Every Action database email distribution, template design while ensuring mobile-friendly deliverability, proofreading for clarity, grammar and spelling.
- Assist NY Field Organizer with volunteer and activist recruitment and follow-up for campaign and outreach efforts as well as events more broadly.
- Assist with other duties as assigned.

What You Will Need to Be Successful:

- Strong written and oral communication skills in English and Spanish required
- Knowledgeable about digital and social media platforms (X/Twitter, Facebook, Every Action, and Canva etc.)
- Well-organized, detail-oriented, and self-motivated
- Strong written and interpersonal communication and relationship-building skills
- Commitment to reproductive justice and other intersecting social justice issues
- Cultural competency and experience working with Latine communities
- Ability to work independently and as part of a team

Compensation: \$20 per hour

Benefits: This role is not eligible to participate in benefits, including but not limited to health/vision/dental insurance, 401(k) benefits, PTO and unemployment insurance.

Application Procedure: Please send your resume and cover letter via e-mail to jobs@latinainstitute.org. Please include in the subject line: **Applicant – New York Digital Engagement Intern**

National Latina Institute for Reproductive Justice is an equal opportunity employer. We do not discriminate in employment opportunities or practices on the basis of actual or perceived

race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law.