

Work With Us

WE ARE SEEKING A MADE IN NYC PROGRAM INTERN

Posted April 15, 2021

Pratt Center's Made in NYC initiative is looking for a Program Intern to support programming logistics, event planning and member engagement activities this summer. Made in NYC is a dynamic, creative and collaborative team passionate about supporting New York City's manufacturing community. The Intern will help us grow our membership and work on key Made in NYC projects like [Made in NYC Learning Lab](#), [Made in NYC Week](#), [Made in NYC Webinars](#) and our Made Here, Meet Here networking series.

Made in NYC is a local branding initiative that helps NYC manufacturers and makers to grow through marketing and branding resources, skills-building opportunities, and access to a supportive community of peers. Made in NYC is a membership based initiative with 1,400+ member businesses making everything from hot sauce to handbags to neon signs from the Bronx to Staten Island.

Responsibilities

- Assist with planning and organizing Made in NYC Week and Made in NYC Learning Lab
- Assist with coordinating virtual events and meetings for and about manufacturers
- Research and aggregate resources and events
- Maintain and update Made in NYC website and databases
- Email and phone outreach to MINYC businesses
- Onboard new Made in NYC members
- Support all Made in NYC programs and events as needed

Skills and Interests

Strong written and verbal communication skills are required. Experience with website management, marketing, event planning and community outreach preferred. Candidates should have an interest in urban manufacturing, marketing, branding, small business support, BIPOC-owned businesses and/or economic justice. Local knowledge of New York City is a plus. Proficiency of Adobe suite and/or Canva is required.

Hours

Part-time, 21 hours per week

Term and Salary

This is a hybrid in-person and virtual position but can be fully virtual for the right candidate. It will run for 12-weeks from approximately June to August 2021. Hourly rate starting at \$15, based on qualifications.

To Apply

Email your resume and cover letter to greynolds@prattcenter.net with "Made in NYC Program Intern" in the subject.

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