



Internship Opportunities with the National Ghana Parade Council

Criteria:

- Students must have at least 12 credit hours within their major.
- Students must be able to commit at least 2 hours per week.
- (1) Letter of recommendation from a faculty and/ or administrator.
- 500 word essay on “Why are you interested in working with the National Ghana Parade Council and the African community”.
- Part-time and full-time students are encouraged to apply.

Preferred Majors: Business, Media/ Journalism/Communications/Public Relations, Web-Design, Liberal Arts, Project Management, Education, English and Urban Planning. Additionally, we will except students who exhibit competency and passion for the desired work.

Interns will work in the following areas:

1. **Media/ Journalism/ Communications:** Assisting on media and public relations aspects of planning the parade. They will assist in the development of media kits, promo materials, assist with press releases, schedule interviews, monitoring and develop content for social media (i.e. twitter facebook, ghanaweb, marketing and advertising), and book interviews and meeting with high profiled personalities. Students will be engaged in documenting the planning all the way to the main event itself. Photographers, web designers, and writers.
2. **Advertisement:** Students will assist on advertising and marketing the parade to businesses, communities, social groups, community events, and more...
3. **Web- design/ IT:** Students will assist on managing the web page, developing content and creative ideas to keep the website relevant and exciting. As well as posting information to the site periodically as needed.

4. **Administrative:** Students will assist with administrative duties and tasks as needed. Letter writing campaigns to external resources etc., following up with stakeholders, NYC agencies, political offices, local community boards.

5. **Public Affairs/Government Relations:** Assisting the organization with coalition building with other community organizations, institutions, social causes, and high profiled movements.

Students will be asked to perform other duties within the scope of the planning as needed.

6. **Compensation:** This internship opportunity can be used for community service credit, academic credit, references, and /or to build up a student's resume.

7. **Work hours:** Work hours are flexible based on the student's schedule. However mandatory weekly progress meetings will be required to discuss workload and progress.

We look forward to working with your institution. For more information please contact Ms. Arthur at 646-623-5858 or ngpc@ghanaparadecouncil.org.

Attn:Ms. Arthur/ Subject: Internship