

Position Available:**Volunteer Outreach and Management Internship with the Governors Island Alliance**

Governors Island has become one of New York's greatest public spaces. Located just a half-mile from lower Manhattan and Brooklyn, the Island's historic buildings and harbor views make it an ideal and unique waterfront destination. The Governors Island Alliance (GIA) is working with the National Park Service, the Trust for Governors Island, and a spectrum of arts, culture, and environmental organizations to develop and sustain a public outreach and volunteer program for Governors Island. A key part of that program is to organize and implement outreach campaigns, events and volunteer opportunities that generate public support for and enhance the visitor experience on the Island.

GIA is seeking a spring/summer intern to assist with volunteer outreach and management. The position will be paid with a stipend. The internship is part time in the spring with potential extension through the summer. Majority of work will take place either at GIA's Financial District offices or on Governors Island.

The application can be found at www.governorsislandalliance.org. Applications will be reviewed on a rolling basis, and interviews scheduled after the submission deadline of March 15th.

Specific duties include:

- Work with Public Engagement Director to create and execute a volunteer recruitment strategy
- Monitor online volunteer recruitment portals including VolunteerSpot and NYCService, among others
- Communicate with volunteers regarding shifts, projects, logistics, etc.
- Provide volunteer orientations for new volunteers
- Collect, organize, and report on volunteer feedback
- Manage volunteers' hour/credit requirements
- Oversee volunteer projects on the Island
- Coordinate volunteer projects with Public Engagement Director and other Island organizations
- Provide weekly updates about volunteer activities

Qualifications:

- Comfort working with diverse audiences
- Must be an undergraduate student
- Proficient in Microsoft Office
- Exceptional communication and organizational skills
- Very high attention to detail; ability to manage several projects at once
- NYC candidates preferred

Applications without all requested information and/or attachments will not be considered.