



BROOKLYN  
HEIGHTS  
ASSOCIATION

55 Pierrepont Street, Box 17D Brooklyn, NY 11201 (718) 858 9193 [info@thebha.org](mailto:info@thebha.org) [www.thebha.org](http://www.thebha.org)

## Community & Small Business Outreach Intern

**Location:** Brooklyn Heights, NY / Hybrid (some in-person and weekend hours required)

**Hours:** 15-20 hrs /week as temporary, part-time worker

**Wage:** \$20/hour

**Dates:** Approximately March 31 – June 13, 2025 (10 weeks) with possibility to extend.

Looking for an internship where you can **gain real-world experience, build connections, and make a difference**? Join the **Brooklyn Heights Association (BHA)**, New York City's oldest civic association, and help shape the future of one of the city's most vibrant neighborhoods!

### What You'll Do

As an intern, you'll take on meaningful projects that help local businesses and engage the Brooklyn Heights community. You'll work closely with our **small, passionate team** and gain valuable experience in **community development, public policy, and nonprofit management**.

Your role will include:

**Leading a small business outreach initiative**—connect with and support local entrepreneurs.

**Enhancing our Neighborhood Partners program**—strengthen current partnerships and community ties.

**Boosting our digital presence**—contribute to social media and digital outreach.

**Participating in community events**—meet local leaders and help organize events.

**Exploring policy and public realm projects**—customized to your interests!

### Who Should Apply?

This internship is **perfect for current college & graduate students (or recent graduates)** who are passionate about community engagement, public policy & nonprofits, and/or social media & communications.

If you're looking to make a difference and want to develop real-world skills, we'd love to hear from you!

### The Ideal Intern

We're looking for someone who is:

- **Proactive and team-oriented** – You take initiative, enjoy collaborating, and are eager to learn.
- **A creative problem solver** – You have a positive attitude and can communicate effectively with people from all backgrounds.
- **Tech-savvy** – You're comfortable using **Google Workspace, Microsoft Office, and social media platforms** to support digital outreach.

- **Organized and adaptable** – You can manage your time well, stay on top of tasks, and handle multiple projects at once.

It's a plus if you have:

- Skills in graphic design and familiarity with Adobe, Canva, Illustrator and/or InDesign.
- Knowledge of Brooklyn Heights and surrounding neighborhoods.
- Experience in event management.

### **How to Apply:**

To apply, please submit **(in one .pdf)** your resume and cover letter to **jobs@thebha.org by March 19<sup>th</sup>**.

In your one-page cover letter, please include what excites you about this opportunity, what you want to learn, what you can contribute, and anything else that shows us who you are!

The BHA is a 501(c)3 non-profit organization.

*The Brooklyn Heights Association, Inc. is an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.*