



## **Flatbush Tenant Coalition**

*Building Tenant Power in Brooklyn and Beyond!*

### **Web Design & Social Media Intern Job Description**

Position Title: Web Design & Social Media Coordinator Intern

Organization: Flatbush Tenant Coalition

Location: Remote

Type: Internship (Unpaid, College Credit)

Start Date: January 2025 (or sooner)

Duration: 3 months+ or longer

**Organization Overview:** The Flatbush Tenant Coalition is a member-led group of more than 100 tenant associations and hundreds of tenant leaders, building tenant power in central and south Brooklyn. We develop skilled and informed tenant leaders to challenge the oppressive systems that disenfranchise low-to-moderate-income tenants. Our tenant leaders work together to obtain much-needed repairs in our member buildings, stop harassment and displacement, and strengthen tenants' rights in NYC and across the state.

**Role Overview:** The Coalition seeks a Web Design & Social Media intern to redesign the Coalition's website, and increase our social media presence. This will include editing and uploading short-form videos on the Coalition's social media.

#### **Key Responsibilities:**

##### Web Design & Maintenance:

- Assist in designing and updating the organization's website, ensuring it is user-friendly, visually appealing, and accessible.
- Work with staff to create new pages and sections that promote resources, events, and initiatives.
- Ensure the website is regularly updated with accurate information

##### Social Media Strategy & Content Creation:

- Assist in editing short-form videos to be uploaded to social media & website highlighting tenants' stories who are currently in Housing Court.
- Assist in managing social media accounts (Facebook, Twitter, Instagram, etc.).
- Create engaging content (posts, graphics, videos) that promotes tenants' rights issues, upcoming events, advocacy campaigns, and organizational updates.



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### **Required Qualifications:**

- Current student or recent graduate pursuing a degree in Web Design, Social Media Marketing, Communications, Graphic Design, or a related field.
- Basic knowledge of web design principles and content management systems (e.g., WordPress, Wix, Squarespace).
- Experience with social media platforms (Facebook, Instagram, Twitter, etc)
- Familiarity with graphic design tools (e.g., Canva, Adobe Creative Suite) or video editing software.

**How to Apply:** Please submit your resume and any relevant portfolio or work samples (such as web design projects or social media content) to Karla Saenz at [karlasftc@gmail.com](mailto:karlasftc@gmail.com). Please include a short paragraph explaining why you are interested in working with Flatbush Tenant Coalition and how your skills align with the role's responsibilities.

**Equal Employment Opportunity:** Flatbush Tenant Coalition is an equal opportunity employer. We strongly encourage applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, weight, height, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they have every one of the qualifications as described in the job description. We are most interested in finding the best candidate for the job, and our hiring processes are centered on assessing candidates based on diverse lived experiences. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure of whether you meet the qualifications of this position, or how this would be determined, contact us to discuss your application.

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. If you need an accommodation for the application process, please advise in writing at the time you apply.