 **New York Association of Alcoholism and Substance Abuse Providers, Inc.**

11 North Pearl Street. Suite 801  
Albany, New York 12207

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www.asapnys.org

**Media/Communications Interns (2)**

ASAP is looking for passionate, hard-working, creative minds to manage the organization's social media efforts, expand our reach, engage with our audiences, and contribute in a meaningful and visible way to building our statewide campaign - Combat Heroin. Seeking applicants with strong written and interpersonal communications skills. Experience or classwork in communications, marketing, political science, public relations or journalism a plus. Must be smart, outgoing, progressive, passionate and willing to work with diverse communities on hot-button issues. Our ideal candidates have a strong interest in public service and political organizing. Applicants must be able to work at least 25 hours per week. Office is located in downtown Albany with easy bus access.

**Responsibilities**

* Develop and manage Facebook, Twitter, YouTube, and ASAP website
* Engage with our audiences in a meaningful and captivating manner, on a daily basis
* Develop creative strategies to reach measurable goals in expanding the organization's outreach and engagement
* Contribute in overall marketing and promotional efforts of the organization
* Work with other staff members to accomplish organization's priorities.
* Organizes media events including, media advisories, media materials, talking points , op-eds and LTEs
* Develop relationships with media outlets, including pitching journalists and producers
* Assists with media research and outreach for publication releases
* Work on social media projects. Maintain media database and track press hits.

**This is a non-paying internship. Internship does satisfy the requirements for academic credit – usually 8 credits.**

**HOW TO APPLY**

A cover letter, resume and writing sample are required for consideration for all positions. They should be included as PDF attachments and submitted electronically. In your cover letter, please specify the position for which you are applying.

Interested students should send their materials to: Kathleen Campbell, Public Policy Director, via email to [kcampbell@asapnys.org](mailto:kcampbell@asapnys.org). People of color are strongly encouraged to apply.