

Volunteer Coordinator Intern

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum seeks a Volunteer Coordinator Intern to assist the VP of Education and Engagement with the administration of the Museum's volunteer program. Duties include training, scheduling, and supervision (or assignment) of the organization's volunteers.

The Museum believes that traditional hiring practices have historically and systemically marginalized entire groups of people including people of color, people of different socio-economic backgrounds, women, people with disabilities, people in the LGBTQ community and veterans, to name a few. We strongly believe as an organization in deconstructing barriers and building a team that authentically represents the diverse communities, and backgrounds of New York City. The Volunteer Coordinator internship is designed to foster the interest of historically under-represented students who are interested in learning more about the museum profession. The Volunteer Coordinator may work a flexible schedule both remote and onsite work will be required. Working approximately 10-20 hours a week, at a rate of \$15/hour. Intern must commit to a minimum of 12 weeks.

Duties and responsibilities:

Essential responsibilities include, but are not limited to, the following:

- Communicate with all departments of the Museum to identify available opportunities and need for volunteers.
- Recruit volunteer staff to fit these roles.
- Matches volunteers with appropriate opportunities based on need.
- Schedules, coordinates, and assigns volunteers to appropriate departments, and/or supervisors.
- Regularly communicates with volunteers on scheduling, assignments and other program needs.
- Maintains files, records, applications, and other data concerning volunteer program including volunteer software.
- Performs other related duties as required.

Qualifications

- Recent college graduate or current undergraduate or graduate student.
- Interest in community outreach, education, public programming, non-profit cultural institutions.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Strong leadership skills with ability to motivate and encourage others.
- Proficient with Microsoft Office Suite, email, internet or related software.
- Ability to work independently or collaboratively.

BENEFITS

The position is part-time, temporary, eligible for safe and sick leave, 401K benefits and Employee Assistance Program. Your employment relationship with the Museum qualifies you for free or discounted admissions to other participating cultural institutions.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position will conduct work both onsite and remotely. Onsite work at the Museum's main building located at 1220 Fifth Avenue will take place between the Monday – Friday, 9-5 pm so that intern can be reached by staff. Schedules may be flexible to accommodate for academic and work commitments. The intern may occasionally be invited to dial in for some meetings on a specific date and time that fall out of their preferred work schedule but shall not be required to attend. Interns must have access to a computer and viable internet connection.

In accordance with NYC Executive Order 225 proof of COVID-19 vaccination is required. Reasonable accommodations may be made upon request in accordance with applicable federal, state, and local law.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org. To be considered, please include **Volunteer Coordinator Internship** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. The museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the museum has facilities. The Museum is an AAP employer.