

**Internship Opportunity: Genealogical Research Intern**

*New York Genealogical and Biographical Society (NYG&B)*

**Location:** New York City

**Duration:** Summer/Fall 2026

**Compensation:** Academic credit available

**About the NYG&B**

Founded in 1869, the New York Genealogical and Biographical Society is the largest and oldest genealogical society in New York State. Our mission is to help people discover, preserve, and share the stories of their New York families. We are a nonprofit organization with a vibrant membership community, respected publications, and a growing digital presence.

**Internship Overview**

The Genealogical Research Intern will work with the President and CEO, Director of Publications, and Chief of Staff on a variety of research cases, record requests, and literature lookups. This is a unique opportunity for a highly motivated and detail-oriented individual to gain firsthand experience with family history research, New York repositories, New Netherland research, and nonprofit work.

**Key Responsibilities**

- Perform lookups related to NYG&B family history research cases
- Generate databases, literature reviews, and name lists
- Perform background research on specific areas of family history research
- Perform record lookups at New York City repositories such as the New York Public Library and courthouses.
- Draft sections of the client report following a template
- Record citations following genealogy standards

**Desired Qualifications**

- Current undergraduate or graduate student, or recent graduate
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills
- Interest in history, genealogy, library sciences, and/or historical research
- Working knowledge of online family history resources (such as Ancestry.com, FamilySearch.org, and MyHeritage.com)
- Familiarity with tools including Microsoft Office, Adobe Acrobat, and Trello, or similar software.

### **Learning Outcomes**

By the end of the internship, the intern will learn how to:

- Request records from online and offline sources
- Work with professional researchers on research cases
- Generate background research on a specific topic
- Perform genealogical research for research clients

### **To Apply**

Please send a resume and brief cover letter explaining your interest in the position and any relevant experience to Mitchell Toolan at [intern@nygbs.org](mailto:intern@nygbs.org). Applications will be reviewed on a rolling basis.