

## **Internship Opportunity: Programs and Events Intern**

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

**Location:** New York City

**Duration:** Summer 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 Programs and Events Intern will work with the Coordinator, Programs and Events on a variety of programmatic initiatives. This is a unique opportunity for a highly motivated and detail-oriented individual to gain firsthand experience with nonprofit programs and events management.

### **Key Responsibilities**

- Provide administrative support to the Coordinator, Programs and Events, including event documentation, contracts, and participant materials
- Support execution of webinars and other programs
- Provide assistance to speakers and Events Coordinator during program recordings
- Edit recordings and video
- Prepare materials for creation of syllabus book
- Learn how to create surveys in SurveyMonkey and evaluate the resulting data
- Assist in maintaining programs and events documentation

### **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 programs and events management
- Familiarity with tools including Microsoft Office, Zoom, Adobe Acrobat, and video editing software

- Prior experience or interest in genealogical or historical research is a plus, but not required

### **Learning Outcomes**

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

- How to edit videos on a variety of platforms
- How to use nonprofit CRM to track program participants
- A deeper understanding of processes for producing programs and events, both in-person and online
- Hands-on experience managing events from webinars to complex multi-day research programs
- Insight into the program operations of a mission-driven cultural organization

### **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.