

## **Internship Opportunity: Publications Intern**

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

**Location:** New York City

**Duration:** Summer 2026 or Fall 2026 (Flexible start/end dates)

**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 Publications Intern will work with the Director, Publications on a variety of digital and print publication initiatives and project updates. This is a unique opportunity for a scholarly and highly organized individual to gain firsthand exposure to nonprofit digital books, web publications, and print publications.

### **Key Responsibilities**

- Researching repositories, print and digital publications for family history material
- Updating current research guides with new materials (Word, Excel, and PDF)
- Assessing online research guides for prioritization
- Participating in digital team meetings
- Using the style guide, and making recommended updates

### **Desired Qualifications**

- Current undergraduate or graduate student, or recent graduate
- Strong organizational skills and attention to detail
- Excellent written and verbal communication skills

### **Learning Outcomes**

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

- A deeper understanding of research in specific localities
- Hands-on experience in managing website, digital, and print publications
- Enhanced skills in research, editing, and publication
- Insight into researching individuals and communities for family history

**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.