

**Internship Opportunity: Executive 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 Executive Intern will work directly with the President and CEO and Chief of Staff on a variety of strategic, administrative, and programmatic initiatives. This is a unique opportunity for a highly organized and motivated individual to gain firsthand exposure to nonprofit leadership, fundraising, and organizational development.

**Key Responsibilities**

- Provide administrative support to the President and CEO, including scheduling, note-taking, and preparation of materials for meetings and presentations
- Assist in coordinating special projects, team meetings, and fundraising campaigns
- Conduct background research on prospective partners, donors, or historical topics
- Summarize notes and perform other tasks within the NYG&B's CRM
- Draft internal communications, summaries, and reports
- Help maintain project timelines and track progress on strategic initiatives
- Participate in team meetings and cross-departmental collaborations
- Assist in maintaining financial and organizational records

**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 nonprofit management, public history, or cultural organizations
- Professionalism, discretion, and a proactive mindset
- Familiarity with tools like Microsoft Office, and Zoom
- 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 gain:

- A deeper understanding of nonprofit leadership and executive decision-making
- Hands-on experience in managing complex organizational projects
- Enhanced skills in communication, research, and administrative coordination
- Insight into the 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.