



203 Jay Street, Suite 300  
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[ACCESSJUSTICEBROOKLYN.ORG](http://ACCESSJUSTICEBROOKLYN.ORG)

## SUMMER 2026 ACCESS JUSTICE BROOKLYN DEVELOPMENT & COMMUNICATIONS INTERN

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Access Justice Brooklyn (AJB) is seeking to recruit an intern during the Summer of 2026 to provide assistance to our Development team. The intern will work under the supervision of the organization's Chief Strategy Officer and Director of Grants & Compliance and will support efforts to amplify our mission, engage supporters, connect with community partners, and sustain our work through strategic communications and donor outreach. This role is ideal for someone who is passionate about social justice and eager to develop hands-on experience in nonprofit communications, content creation, and fundraising strategy.

The Summer Internship will run from June 1, 2026 – Friday, August 21, 2026 (start and end dates are flexible) with a hybrid schedule, in person at Access Justice Brooklyn's office located at 203 Jay Street, Suite 300 | Brooklyn, NY 11201 (schedule and hours are flexible, minimum of 10 hours per week required). Extension beyond the Summer Internship is available.

### KEY RESPONSIBILITIES

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- Develop compelling written content for newsletters, donor communications, and campaign materials
- Craft and edit client-centered stories that highlight the impact of our services (with sensitivity and confidentiality)
- Design and format engaging social media content and marketing assets using platforms such as Canva
- Assist in managing and scheduling content across social media channels
- Support fundraising campaigns through content creation (inclusive of photography and video), email drafting, and visual asset design
- Draft clear, accessible resource materials for community members explaining available legal services, rights, and how to seek assistance
- Translate complex legal information into user-friendly guides, flyers, and digital resources for diverse audiences
- Collaborate with staff to maintain consistent branding and messaging across all communications
- Coordinate and support presentations and outreach efforts as needed with community partners, including preparing materials and assisting with follow-up communications

### QUALIFICATIONS

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- Strong writing, editing, and storytelling skills with attention to tone and audience
- Experience or familiarity with design tools such as Canva (or similar platforms)
- Interest in social media strategy, marketing, and digital communications



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- Ability to translate complex legal or social issues into accessible, engaging content for both donors and community members
- Strong organizational and communication skills, with the ability to coordinate across teams and external partners
- Organized, proactive, and comfortable managing multiple projects
- Passion for economic justice, equity, and community-centered work

#### **Preferred (but not required)**

- Background or coursework in communications, marketing, journalism, design, or a related field
- Experience with nonprofit work, advocacy, or community organizing
- Familiarity with plain language writing or creating public-facing resource guides
- Experience supporting events, workshops, or community presentations
- Familiarity with email marketing platforms or content scheduling tools

#### **WHAT YOU'LL EXPERIENCE & DEVELOP**

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- Practical experience in nonprofit communications, storytelling, and fundraising strategy
- The opportunity to create meaningful writing, design, and community resource materials
- Guidance and mentorship from experienced legal and development staff
- A deeper understanding of how legal advocacy, public outreach, and community engagement intersect to advance economic justice

#### **COMPENSATION & BENEFITS**

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This internship is unpaid; however, interns may receive school credit or stipends from their schools or other sources.

#### **APPLICATION PROCESS**

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Please email a resume and cover letter to Melissa Starr, AJB Chief Strategy Officer at [melissa@accessjusticebk.org](mailto:melissa@accessjusticebk.org). Only qualified applicants will be contacted for an interview. No phone calls, please.



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## ABOUT ACCESS JUSTICE BROOKLYN

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A pioneer of contemporary pro bono models and a progressive force in the community, Access Justice Brooklyn (AJB) has provided free, high-quality legal services and education to our neighbors in need for over 35 years, helping ensure a more accessible legal system and equitable Brooklyn. We focus on services that contribute to the economic security of Brooklyn households, so income does not represent a barrier to legal help and financial stability.

In civil legal cases, New Yorkers are often forced to navigate the complex justice system alone due to the limited availability of affordable legal support – producing inequitable results for those with resources compared to those without. Access Justice Brooklyn seeks to close this gap for individuals facing foreclosure, insurmountable debt, and other threats to their economic security – strengthening Brooklyn families and communities.

To maximize our impact, AJB recruits, trains, and mentors compassionate volunteers who join our staff in providing legal services to the Brooklyn community. The success of this approach is evidenced by our impact: in the last year AJB provided high-quality representation, advice, community education, financial literacy workshops, and other services that benefited nearly 15,000 individuals and families, made possible with the support of over 260 pro bono attorneys and cross industry professionals. We also helped our clients obtain more than \$3.3 million in financial benefits and savings, underscoring the importance of attorney support in achieving meaningful outcomes.

Learn more about Access Justice Brooklyn by visiting [AJB's website](#).

## EQUAL OPPORTUNITY EMPLOYER

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Access Justice Brooklyn is an equal opportunity employer. AJB actively recruits and seeks to grow and maintain a diverse staff and volunteers, including but not limited to the characteristics of race, ethnicity, and national origin; disability; socioeconomic background; and sexual orientation and gender identity, or any other characteristic protected by federal, state, or local laws.

*For more information about our commitment to diversity, equity, inclusion, and access, please visit <https://www.accessjusticebrooklyn.org/about-us/mission-visions-values>.*