Office and Finance Intern

Status: Paid, part-time, non-exempt, 10-20 hours/week in Summer 2022
Reports to: Chief Finance and Administrative Officer

The Statue of Liberty-Ellis Island Foundation seeks an Office and Finance Intern. The non-profit Foundation, one of the most successful public-private partnerships in the country, is embarking on a new chapter. With new leadership following the retirement of its founding CEO, the Foundation seeks to build on its track record of successful partnership with the National Park Service. The Intern will help support the Foundation’s work to tell the stories of the Statue, Ellis, immigration, and freedom.

Responsibilities (including, but not limited to):
- Assist with AP, AR, and other basic accounting functions.
- Work interdepartmentally on various accounting reconciliations and projects.
- Assist with office organizational projects, including document filing and scanning.

Skills and Qualifications:
- College graduate or current college student, or equivalent experience in finance, accounting, business.
- Passionate about the Foundation’s mission and the areas of immigration, genealogy, historic preservation, and parks.
- Detail oriented and organized.
- Ability to work effectively in a group or independently.
- Excellent time management skills and self-initiative.
- Knowledge of Microsoft Office and accounting systems (e.g., MIP).

Logistics:
- This internship pays $15/hour for 10-20 hours/week for 10-14 weeks between Memorial Day and Labor Day.
- This position will work in the Foundation’s offices in Manhattan (17 Battery Place). Partial remote work may be possible. The work hours are generally Monday through Friday, 9am to 5pm.
- The Intern must be compliant with the Foundation’s COVID-19 Mandatory Vaccination Policy as of their first day of work; this policy requires employees to have received the COVID-19 vaccination (including boosters, when recommended), unless a reasonable accommodation is approved. Additionally, the Intern must be compliant with the National Park Service policy which currently requires wearing a face mask on the ferry and on the Islands.
- Interns will take part in select offerings coordinated by staff, including tours of Liberty and Ellis Islands. Interns will present their accomplishments at their final All Staff meeting.

Application Process:
• Please email one-page cover letter and resume to: careers@libertyellisfoundation.org with the job title in the subject line. Each file name should begin with the applicant’s last name.
• No phone calls, please.

About The Statue of Liberty-Ellis Island Foundation (www.LibertyEllisFoundation.org)
The Statue of Liberty-Ellis Island Foundation is a non-profit that collaborates with the National Park Service in one of America’s most successful public-private partnerships. In 1982, President Ronald Reagan asked Lee Iacocca to raise private funds for the historic restoration of the Statue of Liberty and Ellis Island. The Foundation has also created the Ellis Island National Museum of Immigration, developed the free 65-million-record Ellis Island Passenger Database, constructed the Statue of Liberty Museum, maintained museum exhibits, and funded over 200 additional projects on the islands. Follow the Foundation @StatueEllisFdn

The Statue of Liberty-Ellis Island Foundation is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.