



Programs Internship — Haiti Cultural Exchange (HCX)

Haiti Cultural Exchange (HCX) seeks a dynamic, motivated intern to support the development and implementation of arts-based programming. This is an excellent opportunity for graduate students or advanced undergraduates interested in cultural programming, non-profit management, and community engagement.

About HCX:

HCX develops, presents, and promotes the cultural expressions of the Haitian people. Through public programming for music, visual arts, literature, dance, public forums, youth workshops, and film, we highlight Haitian and

Haitian Diaspora voices while raising awareness of social issues and fostering cross-cultural understanding.

What You'll Do:

As a Programs Intern, you will work directly with HCX's program team, gaining hands-on experience in program planning, outreach, and evaluation. Responsibilities include:

- Assisting with research, preparation, documentation, and implementation of arts and cultural programs.
- Supporting promotion and outreach in collaboration with HCX's communications team.
- Helping assess program impact and outcomes.
- Providing administrative support related to programs.
- Contributing ideas for new programs and community engagement initiatives.

This is an in-person position located at HCX at 35 Lafayette Ave in Brooklyn, NY. Hourly commitment is 140 hours over 10 weeks. Scheduling may vary depending on event needs, and will need to be coordinated with the Program Director.

Who You Are:

- A graduate student or upper-level undergraduate with an interest in arts administration, cultural programming, or community engagement.
- Strong verbal, written, and interpersonal communication skills.
- Skilled in research, writing, and editing with strong attention to detail.
- Organized, reliable, and able to manage multiple tasks in a fast-paced environment.
- Proficient in Microsoft Office and comfortable with digital tools like G Suite and Canva.
- Passionate about HCX's mission and excited to learn more about Haiti and the Haitian Diaspora.

Benefits:

- Hands-on experience in non-profit arts and cultural programming.
- Close mentorship from senior staff.
- Opportunity to build professional skills in program development and community engagement.
- Travel stipend and academic credit available.

How to Apply:

Please send a cover letter, resume, and a short writing sample (3 pages or less; links to online work welcome) to **Kassandra Khalil** at kassandra@haiticulturalx.org.

**BRINGING ARTS & CULTURE
OF THE HAITIAN PEOPLE
TO NYC SINCE 2009.**

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