



Position: Communications Intern

Accountable to: Communications Manager

Description: The communications intern will work with the communications manager and development staff to create publications, maintain brand presence in the community and ensure proper communications among donors, volunteers and future homeowners.

Expected Commitment:

- A minimum of one semester: fall, spring or summer
- Flexible schedule
- A minimum of 15 hours in the office per week

Responsibilities:

- Maintain up-to-date website content, including photos, videos and copy
- Generate content for all social media platforms, including Facebook, Twitter, LinkedIn, Pinterest, Instagram and YouTube
- Create short video stories showcasing future/current homeowners, volunteers and donors
- Create short how-to videos for volunteers on the build site
- Shoot and edit photos from the build site
- Assist with planning special events such as home dedications
- Create flyers, graphics and other publications for builds and special events
- Generate press releases and media alerts as needed
- Assist with the creation of articles for the annual report, bi-annual newsletter and monthly email newsletter
- Data system maintenance
- Other duties as assigned

Qualifications:

- Pursuing a degree within communications, public relations, advertising, journalism, graphic design, event planning or other relevant course of study
- Experience writing press releases, human interest stories and website content
- Proficient in Microsoft Suite, Publisher and Movie Maker
- Experience in multi-media journalism/communications: video, photo and audio storytelling
- Proficiency in Adobe InDesign, Illustrator and Photoshop preferred