

# PAID INTERNSHIP OPPORTUNITY

COMMUNICATIONS INTERN

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## QUALIFICATIONS

- Interest in English, Marketing, Communications or Public Relations.
- Excellent communication skills
- Superlative attention to detail and organizational skills
- Self-motivated, ability to prioritize, multi-task and meet deadlines
- Basic graphic design skills-- preferred: experience in Canva and MailChimp
- Interest and/or experience in in-person event coordination and logistics

## RESPONSIBILITIES

**Communications/Media/Graphic Design Intern.** Prepares and distributes press materials, assists with media research and outreach for publication releases, works on social media projects, maintains a media database and tracks press hits.

Assists with:

- creating digital graphics and sending out e-communications;
- designing collateral (print material) such as reports brochures, flyers, and fact sheets;
- updating content on the Homes for Good website, drafts and curates content for social media outlets.
- planning, coordination, and logistics for in-person marketing events.

**Please provide a writing sample and/or link to an online portfolio**

**Homes. People. Partnerships. Good.**

To apply go to: <https://homesforgood.bamboohr.com/jobs/>

[www.homesforgood.org](http://www.homesforgood.org)