



Job Description: Marketing & Communications Internship

Job title: Marketing & Communications Intern
Reports to: Resource Development Director
Credit: This internship is eligible for academic credit if applicable
Commitment: Spring 18 semester (add'l semesters if your schedule permits), 13 to 15 hours per week

Alachua Habitat for Humanity is a non-profit organization operating in Alachua County that, together with future and current homeowners, volunteers, and donors, works towards our vision of a world where everyone has a decent place to live. Our core services include our flagship homeownership program, critical home repairs, exterior home preservation, neighborhood revitalization, and our ReStore.

Summary Description

The Development & Communications Intern provides support to the Resource Development department with a specific emphasis on written communications and helping grow one of our new business engagement programs. You'll work to connect people to Habitat's mission while increasing our touch in the community. This is an unpaid position – our interns are paid in experience and have access to career-building workshops, networking, and an in-depth opportunity to make a real impact in affordable housing issues on a local level.

Specific Responsibilities

- Design and develop community & business engagement/giving campaigns (with particular focus on our Weekday Team Build program)
- Assist with affiliate's marketing plan
- Assist in the creation of a new donor welcome package
- Write press releases as needed
- Compose all written and digital communications in compliance with the Habitat for Humanity International brand user guide (branding guide provided upon start of internship)
- Other duties as assigned

Skills Required

- Excellent written and oral communication skills
- Self-motivation and initiative
- Good communication and follow-up skills
- Proficiency with MS Office programs
- Ability to track and organize multiple projects
- Exhibits commitment to excellence and to Habitat's principles, operations, and guidelines
- Must have reliable transportation

TO APPLY

Please send resume and cover letter as attachments to jpeskin@alachuahabitat.org with the subject line, **"Marketing & Communications Intern – Last name, First name"** by **Friday, November 17, 2017**