



Intern Job Description: Marketing and Communications Intern

Evergreen Habitat for Humanity (EHFH) is a Christian organization that builds and rehabilitates simple, decent houses with the help of homeowner (partner) families. EHFH is an affiliate office of Habitat for Humanity International and works to improve the living conditions for low-income Clark County residents. The non-profit organization works in partnership with people in need from all walks of life to develop communities by building safe and affordable housing.

Position: Marketing and Communications Intern

Description: Evergreen Habitat for Humanity seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for well-known community based nonprofit organization.

Responsibilities:

- Update and maintain EHFH's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Designing flyers, graphics, e-vites and other marketing material for major events hosted by EHFH
- Update the EHFH website when needed
- Organize and attend monthly marketing committee meeting including preparing agenda and taking minutes
- Reach out to the community organizations, general public and donors with the message about Habitat for Humanity's mission to end poverty housing.
- Collaborating with staff on new ideas, directions, and venues for marketing and communications
- Plan and facilitate Marketing Committee meetings including distributing agenda and taking minutes

Qualifications:

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of Habitat for Humanity and the families we serve

Start Date: Position open until filled, requires 3 – 6 month commitment.

Hours: 8 – 12 hours/week, preferably twice a week in the office. Up to 4 hours can be completed at home.

Compensation: This is an **Unpaid/Volunteer** internship

To Apply: Please send cover letter and resume to volunteer@ehfh.org

Evergreen Habitat for Humanity is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.