Communications Intern
Job Description

TYPE: This is an unpaid internship. Class credit and/or letters of recommendation may be provided upon request.

SUPERVISOR: Director of Communications

OUR MISSION: San Diego Habitat for Humanity brings people together to build homes, communities, and hope.

GENERAL SUMMARY: Are you interested in nonprofit organizations and helping to advance their work in the community? Are you passionate about communications and integrating new and trusted communications tools to tell a compelling story? Would you like to work with an organization that has been supporting hardworking families in the San Diego region for 25 years and has an internationally recognized brand? Then join San Diego Habitat for Humanity (SDHFH) as a Communications Intern!

The Communications Department at SDHFH is responsible for the organization’s media and public relations, message development, publications, advertising and marketing. This internship offers a chance to learn the techniques and strategies used in outreach for nonprofit organizations, and represents an excellent opportunity for someone interested in learning about careers in nonprofit communications.

RESPONSIBILITIES:
Under the guidance and supervision of the Communications Director, the Intern may engage in the following projects:

- Assist with writing and editing copy for monthly e-newsletters
- Distribution of monthly e-newsletters through mass email platform (Constant Contact)
- Develop PR materials and media kits
- Craft presentations for special events
- Develop a list of newspapers and magazines that have free opportunities for non-profits to submit news and photos
- Submit event announcements, awareness ads and volunteer needs to local houses of faith, asking them to include in their weekly bulletins
- Create dynamic content for Habitat’s social media platforms – Facebook/Twitter/Blog
- Develop and execute social media calendar
- Write press releases and media advisories
- Compile editorial deadline calendar
- Learn how to pitch the media
- Maintain an up-to-date media contact list
- Research new media opportunities (web portals, radio psas, calendar listings)
- Organize press binders
- Manage PR archives and photo resources
- Writing powerful stories for use in newsletters, media releases, e-blasts, and fundraising campaigns
Perform timely website updates
Assist with administrative tasks related to communications

EXPERIENCE:
- Excellent writing skills and superb grasp of grammatical rules
- Detail-oriented, organized, and able to work independently
- Strong copyediting and research abilities
- Responsible, creative, energetic and reliable
- Possess the ability to plan, organize, and handle multiple functions simultaneously and communicate clearly and professionally, both verbally and in writing

SCHEDULE:
- Able to commit to an internship for the duration of the current semester
- At least 4 hours/week
- Flexible to accommodate a student’s changing schedule

For more information or to schedule an interview, please contact Shandy Arwood, Community Engagement Manager, at 619-283-4663 x116 or via email at shandy@sdhfh.org.