**MARKETING AND DEVELOPMENT INTERN**

**REPORTS TO:** Director of Marketing and Community Development

**FLSA STATUS:** Unpaid Volunteer

**DEPARTMENT:** Development

**POSITION DESCRIPTION**

At Habitat for Humanity Northwest Harris County we build quality, affordable homes in partnership with deserving families. Since our incorporation in 1989, our affiliate and its contributors have built over 230 homes in northwest Harris County. In 2014, in an effort to continue to promote quality, affordable housing, we committed to expand our mission to include home repair projects for deserving families that qualify under our strict guidelines.

We are seeking a motivated, outgoing candidate with a passion for helping others to join our team as our Marketing and Development Intern! In this role you will be assisting the Development department with developing, maintaining, and expanding partnerships in the Northwest Harris County community by working with volunteers, business, and individual donors to help us raise donations we need to fulfill our mission of eliminating sub-standard housing.

Marketing and Development Interns report to the Director of Marketing and Community Development. They are expected to work from 10:00 to 3:00 Thursdays and Fridays and 8:00 to 3:00 Saturdays for approximately 16 to 20 weeks at a time. For more information please contact Felicia Best at fbest@habitatnwhc.org.

**JOB RESPONSIBILITIES & TRAINING OFFERED**

* Develop and strengthen relationships between Habitat and community stakeholders
* Form and assist in maintaining partnerships with volunteers, churches, individuals, businesses, and community organizations.
* Research, develop, and maintain lists of potential donors and volunteer groups
* Assist in the creation of print & digital media, photography, social media content, etc.
* Assist with event planning for special events
* Provide staff support and other administrative duties as needed
* Data gathering and analysis skills
* Public speaking, fundraising, and event planning experience
* Experience building community partnerships
* Strategic planning skills
* Volunteer management skills
* Gain experience in implementing a social media strategy

**QUALIFICATIONS**

* Strong work ethic and the ability to represent Habitat in a professional and positive manner is a MUST
* Enthusiasm for the mission of Habitat and the families we serve
* Self-starter who takes initiative in tasks
* Excellent public speaking and presentation skills
* Superior interpersonal skills/ Outgoing personality, with the ability to deliver exceptional customer service to a diverse group of constituents (sponsors, volunteers, partner families)
* Ability to meet deadlines and adjust to changing priorities, in addition to handling several tasks concurrently
* Excellent verbal and written communication skills
* Undergraduate/graduate student or recent graduate seeking relevant experience in marketing/advertising, public relations, communication, or a related field, preferred
* Ability to work in outdoor environment