INTERNSHIP POSITION ANNOUNCEMENT
2020 Summer Internship Position

Description: The National Fair Housing Alliance (NFHA) seeks a dynamic self-starter to assist with fundraising and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing, social media management, and communications while working for a well-known civil rights housing advocacy nonprofit organization.

RESPONSIBILITIES:
- Develop an understanding of NFHA’s brand, key stakeholders, and organizational goals.
- Maintain a social media calendar and brainstorm ideas for new and innovative campaigns.
- In concert with the Associate Director of Communications, draft, edit, and post content to NFHA’s Facebook, Twitter, Instagram and LinkedIn accounts.
- Monitor NFHA’s social media platforms and help respond to inquiries received through them.
- Help analyze web and social media metrics to gauge the success of campaigns.
- Monitor social media and website analytics on a weekly/monthly basis and provide reports and make recommendations to increase engagement.
- Research and recommend social media channels to use/discontinue.
- Provide suggestions to management for improving user experience on social media platforms and in internal processes.
- Learn and become proficient in internal software systems.
- Assist with creating performance reports.
- Design flyers, graphics, e-vites, and other marketing materials for major events hosted by NFHA.
- Assist with updating the NFHA website when needed.
- Work with NFHA’s staff to identify, interview, and photograph clients to expand its story repository.
- Assist with annual advertising and editorial planning and execution.
- Assist with the preparation of email blast and e-Newsletter templates.
- Assist with the curation, distribution, and management of lists on NFHA’s Customer Relationship Management (CRM) platform.
- Research industry-specific sites, blogs, forums, etc. for coverage, reviews, customer comments, and other relevant information.
REQUIRED QUALIFICATIONS:
- Excellent research, writing, editing, proof-reading, and oral communication skills.
- Strong analytical skills.
- Firm grasp of available social media tools and platforms.
- Completed or working toward a college degree, preferably in a related field (e.g., English, Fundraising, Marketing/Communications, or Public Relations).
- Working knowledge of Microsoft Office Suite.
- Experience working with a CRM system preferred.
- Experience with Canva and proficiency in Adobe InDesign and Photoshop highly desired. Knowledge of HTML and graphic design a plus.
- Organized, detail-oriented, and able to prioritize, multi-task, and meet deadlines.
- Enthusiasm for NFHA’s mission.

Internship Duration: Eight (8) weeks. The start date is July 27, 2020.

Compensation: $300 per week (minimum of 32 hours per week average).

Other Employment Details: This position will work remotely. Candidate must have internet access and must own a reliable computer with Microsoft Office Suite.

To Apply: To apply, submit a cover letter and resume to personnel@nationalfairhousing.org. In the subject header, please insert “Marketing, Social Media and Communications Intern position.” Applications are accepted on a rolling basis, and recruiting will be completed by July 10, 2020.

NFHA’s Mission: The National Fair Housing Alliance is the voice of fair housing. NFHA works to eliminate housing discrimination and to ensure equal housing opportunity for all people through leadership, education, outreach, membership services, public policy initiatives, advocacy, and enforcement.

The National Fair Housing Alliance (NFHA) is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnicity, background, disability or any other characteristic protected by law.