



## 2022 Internship Position Announcement Member Services and Emerging Leaders Initiative (ELI)

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The National Fair Housing Alliance (NFHA) has an immediate opening for a Member Services and Emerging Leaders Initiative (ELI) intern to join our team. NFHA is the only national organization dedicated to eliminating housing discrimination and expanding equal housing opportunities. Founded in 1988, NFHA is the trade association for private, nonprofit fair housing organizations. Our members also include agencies and individuals that support our mission. Through its leadership, education and outreach, member services, public policy, community development, enforcement, homeownership, credit access, and tech equity initiatives, NFHA is dismantling longstanding barriers to equity, rooting out bias, and building diverse, inclusive, well-resourced communities. For more information about NFHA, visit [www.nationalfairhousing.org](http://www.nationalfairhousing.org).

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### Position Summary:

National Fair Housing Alliance (NFHA) seeks a dynamic, self-directed summer intern for its Member Services and Emerging Leaders Initiative. The intern will help with advancing NFHA's programs and supporting the technical assistance NFHA provides its member organizations. The intern will also work with the Emerging Leaders Advisory Council (ELAC) to assist with NFHA's Emerging Leaders Initiative (ELI) activities. The ELI seeks to sustain the fair housing movement by building an infrastructure that provides the next generation of advocates with tools, resources, and mentorship for success.

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### Responsibilities:

- Work closely with the SVP of Member Services and the SVP of Programs and Strategy.
  - Assist with the creation of a membership toolkit.
  - Conduct data analysis and visualization of current membership databases.
  - Collaborate with the SVP of Members Services and ELAC to increase membership and member engagement by helping to develop membership campaigns.
  - Assist with the design of membership surveys.
  - Provide operational and technical support for ELI virtual events.
  - Provide support to the Emerging Leaders Advisory Council.
  - Conduct research to support ELI programs and NFHA's membership department.
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### Preferred Qualifications:

- Completed or working towards completing a college degree in a related field.
- Experience organizing, supporting, and managing virtual events.
- Proficiency with Excel and Microsoft Office.
- Experience working with Customer Relationship Management software (e.g., Salsa Labs, Slack, Microsoft Teams) or other digital engagement platforms.
- Experience with updating websites using WordPress.
- Excellent research, writing, and analytical skills.
- Detailed-oriented, organized, and ability to prioritize.
- Ability to work independently and remotely.
- Strong commitment to public interest, civil rights advocacy, and NFHA's mission.

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### **Compensation**

\$17.50 /hour (minimum 32 hours per week).

Eligible for telework

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### **Internship Duration:**

Eight (8) weeks. Flexible start date.

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### **Application Process:**

To apply, submit a cover letter and resume to [personnel@nationalfairhousing.org](mailto:personnel@nationalfairhousing.org). On the Subject line, write Member Services & ELI Intern. Applications are accepted on a rolling basis until the position is filled.

**Affirmative Action/Equal Opportunity Statement:** NFHA supports affirmative action and is dedicated to promoting equal employment opportunities. NFHA does not discriminate on the basis of race, color, religion, national origin, ancestry, citizenship, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, disability, matriculation, political affiliation, or any other category or characteristic protected by the laws of the United States or the District of Columbia.