Job Announcement
Communications Intern

About the National Fair Housing Alliance:

The National Fair Housing Alliance (NFHA) has an immediate opening for a dynamic, results-oriented team member to join our communications department. NFHA leads the fair housing movement and is the nation's only national organization exclusively dedicated to eliminating all forms of housing discrimination and ensuring equitable housing opportunities for all people and communities. We have a diverse, experienced, mission-driven, and impactful team that has developed equity-based policies at the federal, state, and local levels to expand fair housing opportunities; brought precedent-setting litigation to eliminate some of the most heinous forms of housing discrimination; conducted groundbreaking research to promote equitable solutions; and invested millions of dollars in underserved communities. We have solid relationships, built on trust, with national, regional, and local organizations, and we effectively draw upon these connections to reach vital goals. We are game changers that millions of people rely upon to advance justice when it counts.

To learn more about NFHA, please visit https://nationalfairhousing.org/.

Position Summary:

The Communications Intern will work as part of a team and cross-functionally with the enforcement, policy and advocacy, member services, tech equity, and education and outreach teams on efforts that drive the operations of NFHA’s objectives and overall goals. This position will support the successful execution of media and digital campaigns, member and stakeholder engagement, including drafting social media content, press releases and other communications content.

Due to our commitment to providing the highest care for our community, NFHA requires all new employees to be fully vaccinated against COVID-19 before being hired. Candidates should be prepared to submit proof of COVID-19 vaccination upon hire or discuss accommodations in line with COVID-19 safety protocols.

Responsibilities:

Elevate fair housing as a core/critical component of the racial justice narrative. (75%)

- Increase engagement on NFHA’s social media platform by drafting, getting approval for, and posting content on NFHA’s social media channels on a daily basis.
- Research and identify other social media channels for NFHA to activate and engage.
● Create a guide of social medial handles for NFHA members and key social media influencers with whom NFHA should know and engage.
● Create social media visuals and graphics as needed.
● Assist in drafting press releases as determined by the Director of Communications.
● Assist in communications and media coordination of the:
  ○ 2023 Tech Equity Hackathon
  ○ 2023 National Conference

Administrative (25%)

● Research new opportunities and contacts; update NFHA’s media relations database.
● Organize NFHA’s historical video and news clip library and identify areas that are deficient.
● Assist with event communications follow up and analysis, including compiling relevant news clips.

Preferred Qualifications:

● Currently pursuing an undergraduate degree in marketing, communications, public relations, journalism, or a related field
● Ability to work 32 hours per week for 8-10 weeks
● Exceptional organizational and time management skills
● Strong interpersonal and problem-solving skills
● Strong oral and written communication skills
● Knowledge of various social media platforms
● Demonstrated initiative and motivation
● Access to reliable internet (required for remote or hybrid positions)

Working Conditions:

Physical/Sensory Demands: fast-paced working environment; extensive computer usage; extensive use of telephonic communications and video conferencing.

Application Process:

Interested applicants should send a resume, writing sample, and cover letter to Attn: Communications Intern via email at jbreward@nationalfairhousing.org. No telephone calls, please. The position will remain open until 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.