



Marketing & Communications Intern Job Description

Habitat for Humanity Tucson is a non-profit focused on the affordable housing crisis. People in our community and all over the world partner with Habitat for Humanity to build or improve a place they can call home. Decent shelter is something we all need to thrive. We build vibrant communities that make residents proud to call Arizona home.

As a Habitat for Humanity intern, you will assist with executing Habitat for Humanity Tucson and HabiStore marketing strategies and creative projects. Raising the profile and capacity of the store through social media, communication materials, volunteer storytelling, recruitment, and reporting. This includes but is not limited to, creating/designing visual content for social media and web, content curation, story development, organization and creation for monthly e-newsletters and blogs, contributing to the design of in-house and external print materials, acting as a liaison between HabiStore and print partners and/or assisting Marketing team members/programs with smaller scale writing, design requests and sales. This is an unpaid internship in which the Intern will undertake for practical working knowledge and relevant course credit with an institution of higher education.

Activities and learning opportunities for the Internship include but are not limited to:

What you will learn/gain:

- Multi-channel marketing skills. Working with digital, print and peer to peer channels in marketing campaigns
- Project management experience; including how to meet daily, weekly and long-term deadlines in a unique environment
- Experience using Wordpress, Google analytics and marketing software
- How to apply design theory to non-profit marketing campaigns
- Experience working and communicating directly with a mid-size non-profit team
- Exposure to many locally owned businesses, non-profits and organizations in Arizona

What we require

- Basic graphic design skills (familiarity with Adobe Illustrator, Photoshop & InDesign)
- Some experience with copywriting and blog writing
- Knowledge of basic design principles & composition
- Experience with social media platforms
- Quality verbal communication (small and large group settings) as well as written communication (web, email, newsletters)
- Ability to process and implement creative feedback

*Not required but a bonus:

- Ability to translate copy into Spanish
- An interest the non-profit sector

REPORTING:

The Marketing & Communications intern will report to and be supervised by the Marketing & Communications Manager.

Application deadline: ASAP, this is an unpaid position. Upon completion of internship in good standing, intern will receive a letter of recommendation.

DURATION:

This LETTER OF AGREEMENT is at-will and may be modified by mutual consent of authorized officials; HFHT personal or contracted Evaluation Intern. This LETTER OF AGREEMENT shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent. In the absence of mutual agreement by the authorized officials from this LETTER OF AGREEMENT shall end in January 5 2016.

Evaluation, Student Intern

Print Name: _____

Signature: _____

Date: _____

Habitat for Humanity Tucson,

Print Name: _____

Signature: _____

Date: _____