

INTERNSHIP JOB DESCRIPTION



Title: Marketing and Communications Intern

Employment Status: part time-unpaid

Shift/Hours: 10 am – 2 pm daily

Reports to: Jo-An Turman

Position Description: Looking for an energetic person that is able to assist the Sr. Director of Marketing & Communications with daily marketing department needs. Must have good writing and verbal communication skills and be able to think creatively. Must be an independent thinker and able to work independently.

Responsibilities and Tasks: Helping to maintain the company website, researching PR opportunities, creating flyers, ads and new one pagers for company with light graphic designs, interviewing partner families and writing and updating bios, editing articles, proof reading and creating company information. Able to assist with putting together marketing packets, finding photos and other information for the company through various means.

Qualifications/Training/Expectations: College Student or graduate in a Marketing or PR related field. Sr. Director will train and teach on the job. Expect to be proficient in English, good writing and proofreading skills a must. Needs to have a great attitude and a willingness to learn. Must like working on the web and able to do research for the department and able to work with the entire affiliate.

Time Commitment: 15-20 hrs. a week

How to Apply:

Please apply by emailing the following to Deborah Lewis at dlewis@habitatla.org or by fax 310-323-0789. 1) Complete Internship Application, 2) Cover letter of interest indicating availability and applicant's specific interest, 3) Resume, 4) Two letters of recommendation, 5) Copy of college transcripts. No phone calls please.