



## Marketing Communications Intern Job Description

Montgomery Housing Partnership (MHP) Inc. creates quality affordable homes. It accomplishes its mission by housing people, empowering families, and strengthening neighborhoods. Formed in 1989 as a 501(c)(3) to meet Montgomery County's growing need for affordable housing, MHP builds, acquires and rehabilitates apartments, condos and homes for low- and moderate-income families.

**Position:** Marketing and Communications Intern

**Description:** MHP seeks a dynamic self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing and communications, while working for well-known community-based nonprofit organization.

### **Responsibilities:**

- Assist in writing articles for newsletters
- Assist in developing social media content (Facebook, Twitter, Google+, etc.)
- Garner users to follow/like for MHP
- Establish presence on LinkedIn and begin engaging influencers
- Designing flyers, graphics, e-vites and other marketing material for major events
- Develop story/photo bank
- Develop volunteer database
- Assist with special events

### **Qualifications:**

- Firm grasp of available tools and platforms in the social media space
- Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)
- Self-motivated, detail-oriented with strong written, verbal & organizational skills
- Previous internship or related experience in marketing or communications is a plus
- Must be computer literate (working knowledge of Microsoft Word, PowerPoint, Excel, Access, Publisher)
- The ability to work independently and with others
- Dependability, flexibility, and ability to maintain confidentiality
- The ability to work well under pressure and meet deadlines
- A commitment to the mission of affordable housing
- Openness to learning and growing within the internship experience

**Start Date:** Position open until filled, requires 3 – 6 month commitment

**Hours:** 10-15 (up to 20) hours per week.

**Compensation:** This is a paid internship.

**Location:** 12200 Tech Road; Suite 250; Silver Spring, MD 20904

**How to Apply:** Please send resume, cover letter, and, two writing and graphic design samples to Stacy Ganister (sjohnson@raffa.com) with "Marketing and Communications Intern" in the subject line.