

Montgomery Housing Partnership (MHP) is seeking a qualified **COMMUNICATIONS ASSOCIATE** to join our growing team.

Who we are: At MHP, we are dedicated to making home possible. Since 1989, MHP has been preserving and expanding access to quality affordable housing. MHP is a private nonprofit that provides more than 3,250 homes in Montgomery County, MD, and surrounding communities. We accomplish our mission by housing people, empowering families, and strengthening neighborhoods. Learn more at mhppartners.org.

The Communications Associate manages logistics of MHP advancement events and provides support for our communications, marketing, and volunteer efforts. Reporting to MHP's Senior Communications and Volunteer Manager, the Associate is a critical member of the Advancement Team, assisting in our efforts to engage the public in the work of MHP.

Duties will include but not be limited to:

- Supports MHP communications and marketing efforts and manages the logistics for advancement events, including drafting budgets, purchase orders, contracts, and other financial documents related to events.
- Supports MHP's strategic communications, marketing, and advocacy by capturing and sharing stories about the affordable housing crisis and the families it affects. Through effective nonprofit storytelling, raises awareness of affordable housing needs and contributes to bringing in funding and recognition to keep MHP at the forefront of addressing this critical need in the DC region.
- Updates MHP website (currently in WordPress). Through traditional and new media, enhances public access to housing updates and solutions. Through a user-friendly website, designs, develops, and manages engaging content to keep the public informed about MHP's affordable housing impact, programs, and opportunities for engagement.
- Leverages new media skills to create engaging digital media content – videos, photos, and graphic designs – that keeps the public informed about MHP and affordable housing solutions and programs.
- Helps with writing press releases and articles to secure earned media mentions while supporting messaging that reaches current and prospective MHP donors.
- Identifies affordable housing industry recognition opportunities, drafts, and manages award nominations of MHP projects and staff members.
- Provides support for print and digital marketing materials.
- Represents MHP at external events, manages an MHP table or booth as needed.
- Assists with resident speaker recruitment and development.
- Provides support for content gathering and creation. This sometimes includes traveling to local sites to take photos and capture videos.
- Engages volunteers through events and projects. Supports volunteer opportunities and engagements through events and projects, and runs annual toy and backpack drives to support low-income youth living in MHP properties.
- Manages logistics for public and VIP-only events, including annual benefit donor breakfasts, ribbon cuttings, and donor receptions, to raise awareness and funds to address the lack of affordable housing and educational support for low-income students.

Education/Experience Requirements:

- Bachelor's Degree, preferred major in communications, marketing, or public relations, or a combination of experience and education and 2-3 years of work experience in marketing, events, and communications.
- Interest and experience in graphic design and video creation preferred.
- Strong oral and written communication skills.
- Experience with website content management systems, both managing and developing content, preferably in WordPress.
- Ability to think strategically and make decisions to organize/prioritize daily work.
- Comfortable working in a "small shop" environment, handling multiple tasks simultaneously with minimal staff or administrative support.
- Interest and/or experience in the nonprofit sector, housing issues.
- Willingness to commit to and share MHP's mission and goals.
- Good listener, cooperative team player.
- Appreciation for and ability to work with a diverse variety of individuals.

Job Type: Full-time; Hybrid (3 days/week in-office, 2 days remote)

Compensation: Salary will be based on relevant experience, range \$50,000-65,000, annual equivalent. MHP offers a competitive benefits package including healthcare programs, flexible spending accounts, 403(b) retirement match, and paid time off.

Application Process: To apply, please submit your resume, and cover letter with salary requirements, to: mhprecruitment@mhpartners.org. Please include the job title "COMMUNICATIONS ASSOCIATE" in the subject line of your email. Application review will begin June 8, 2026.