



Community Engagement Intern

Mission: *Jericho Road Episcopal Housing Initiative of New Orleans is a neighborhood-based nonprofit homebuilder that provides families with healthy and energy-efficient affordable housing opportunities. We partner with neighborhood residents, organizations and businesses to create and maintain a stable and thriving community.*

The Community Engagement Internship with Jericho Road provides the opportunity for a student or recent graduate to gain professional experience in the fields of community engagement and outreach, affordable housing, recruitment, and community development with the community engagement team and across programs when needed. This experience will provide the intern with the opportunity to assist in engaging the New Orleans community around affordable housing advocacy, community revitalization projects, partnership-building, and marketing of community initiatives and events.

Those interested in the following areas are encouraged to apply: community education, community engagement strategy, community outreach, evaluation, research and data coordination, project management, and event planning.

Although prior experience with this type of work is preferred it is not required. The ideal candidate will exhibit a strong work ethic, be a creative thinker, have strong research skills, and be prepared to implement new ideas and plans to impact the community.

Preferred Program/Area of Study: Business, sociology, project management, public policy, communications, public relations and english

Work Hours: Flexible; option to work remotely

Time Period: Flexible (open)

Internship Status: This is an unpaid internship

The following duties are typical for this role. Intern may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address organization needs and changing practices.

- Provide support to a community engagement efforts and events.
- Work with the community engagement team on developing annual plans.
- Providing administrative support to community engagement staff.
- Researching and conducting outreach to potential partner organizations as directed by community engagement staff.
- Assist in developing, editing and refining resources for initiatives and events.
- Drafting reports as needed.
- Assist in developing weekly e-blasts, communications, and monthly newsletter.
- Assist in hosting and planning community meetings.
- Assist in coordinating research and data collections projects.

Personal Qualities:

- Demonstrates a passion for the mission of Jericho Road Episcopal Housing Initiative and desire to serve as an ambassador.
- Displays the creative, critical-thinking, and problem solving capabilities necessary to continuously improve personal work, as well as the impact and effectiveness of Jericho Road's programming.
- Demonstrates strong personal and professional organizational skills.
- Applies emotional intelligence during discussions, negotiation, and mediation.
- Interacts effectively with individuals at all social and economic levels.
- Works well independently, but also engages as a team player to accomplish goals and objectives.
- Maintains flexibility, adaptability, and positive attitude in a constantly changing environment.
- Identifies internal weaknesses, troubleshoots problems, and proposes solutions that result in increased efficiency and improved outcomes.
- Demonstrates a willingness to learn about new ideas, initiatives, tools and techniques.
- Demonstrates persistence in tracking and following-up on details.

Qualification:

- Junior/senior or recent graduate; preferred GPA: 3.00.
- Strong written and verbal communication skills.
- Detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Must be proficient in using Microsoft Word, Excel and Publisher or similar programs.
- The CE Intern must be physically capable to perform all activities.
- Enthusiasm for the mission of Jericho Road and the families we serve.

To apply:

Please send your resume, cover letter, two letters of recommendation from a professor or former supervisor and two writing samples to info@jerichohousing.org.

To learn more about Jericho Road's work, please visit: www.jerichohousing.org.

Adopted: *February 2018*

At Jericho Road, we do not just accept difference — we celebrate them, we support them, and we thrive on them for the benefit of our employees, our products, and our community. Jericho Road is proud to be an equal opportunity workplace and is an affirmative action employer.