



Housing Sustainability 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 Housing Sustainability Internship with Jericho Road provides the opportunity for a student or recent graduate to gain professional experience in the fields working with a diverse group of residents in New Orleans. The goal of the housing sustainability program at Jericho Road is to set potential homebuyers and new homeowners up for success in every way possible. Jericho Road offers pre-purchase and post-purchase support to homebuyers. This internship will focus on developing strategies and tools for outreach, recruitment and marketing both to identify and communicate with potential homebuyers as well as existing homeowners. This position will work very closely with Jericho Road's Housing Sustainability Coordinator.

Those interested in the following areas are encouraged to apply: program coordination, project management, community engaging, wealth building, community outreach, recruitment, data management, event and meeting planning and communications.

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, real-estate, education, project management, business, sociology, and social work.

Work Hours: Typically 9:00am – 5:00pm, but, this position requires some flexibility in work schedule to accommodate working with potential volunteer groups and to work around inclement weather.

Time Period: Summer 2018

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.

Key Responsibilities:

Develop and implement a plan for outreach, recruitment and marketing to potential homebuyers who meet Jericho Road's criteria of earning at or below 80% of area median income.

Assist Housing Sustainability Coordinator in the following:

Identify outlets and strategy for outreach.

- Conduct outreach to at least ten identified outlets to build JR's client base.
- Characterize recruitment strategies to engage potential homeowners identified through outreach.
- Implement recruitment strategies engaging potential homeowners.
- Develop print marketing materials for home sales.

- Develop print marketing materials for housing sustainability programming.
- Develop a plan for digital marketing (social media/email/web site) for home sales.
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Personal Qualities:

- Demonstrates a passion for the mission of Jericho Road Episcopal Housing Initiative and a 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.
- Enthusiasm for the mission of Jericho Road and the families we serve.

To apply:

Please send your resume, cover letter, one letter 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.