



## Marketing and Communications 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 Marketing and Communications Internship with Jericho Road provides the opportunity for a student or recent graduate to gain professional experience in the fields of marketing, brand management, public relations, communications, strategic planning, partnership-building, digital marketing, graphic design, content development, community outreach, and project management. Primarily, the intern will work in the areas of marketing and communications with the marketing and communications team and across programs when needed. This experience will provide the intern with the opportunity to assist in developing campaigns centered on housing and racial equity and activities that lead to more thriving communities.

Those interested in the following areas are encouraged to apply: marketing, communications, brand management, public relations, fundraising, writing, project management, graphic design, community outreach, nonprofit management, social media, social justice, campaign strategy and strategic 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:** marketing, communications, business and/or public relations.

**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.**

- Assist in maintaining/enhancing Jericho Road's social media presence.
- Assist in planning, writing and managing monthly e-newsletter.
- Draft, distribute and pitch marketing ideas.
- Plan media alerts and other stories
- Design flyers, graphics, e-vites and other marketing material for major campaigns and fundraising events hosted by Jericho Road.
- Update and edit Jericho Road's website content.
- Organize and attend monthly marketing team meeting including preparing agenda and taking minutes.
- Independently manage projects and plans.
- Collaborate with staff on new ideas, directions, and venues for marketing and communications.

**Personal Qualities:**

- Demonstrates a passion for the mission of Jericho Road Episcopal Housing Initiative.
- 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.
- Possesses mature and professional attributes.
- Demonstrates strong personal organizational skills, persistence in tracking and following-up on details.
- 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, and techniques.

**Qualification:**

- Junior/senior or recent graduate; preferred GPA: 3.00.
- Strong written and verbal communication skills.
- Working knowledge of word processing, PowerPoint, and Excel (Proficiency in Adobe InDesign and Photoshop highly desired). Knowledge of HTML and graphic design a plus.
- Firm grasp of available tools and platforms in the social media space.
- Preferred previous experience in marketing or communications.
- Detail-oriented, ability to prioritize, multi-task and meet deadlines.
- 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 [development@jerichohousing.org](mailto:development@jerichohousing.org).

To learn more about Jericho Road's work, please visit: [www.jerichohousing.org](http://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.*