

## Communications and Special Projects Intern

### The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP seeks a Communications and Special Projects Intern who is passionate about social justice and civil rights issues, with a particular interest in serving low-income families in Baltimore. The ideal candidate should be a self-starter and demonstrate strong writing, creativity, empathy, organization skills, and great attention to detail. Duties will include drafting and reviewing messaging, managing social media accounts, research, and event planning and operational support. The intern will work both from the BRHP office and remotely and report to the Senior Communications and External Affairs Manager.

### Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work for the intern position. This is not a complete listing of all responsibilities, duties, or skills required, and the intern is expected to perform other duties as assigned.*

*Duties and Responsibilities could include:*

- Assisting with special projects/initiatives, including meetings with stakeholders, outreach events, presentations, and internal media trainings;
- Drafting content and designing graphics for social media, blog, newsletters, and email campaigns, and presentations;
- Managing social media accounts and providing data analysis and reports for improvements and recommendations;
- Maintaining communications databases, including contacts for media, government and non-profit partners, and other stakeholders;
- Creating and maintaining media lists, monitoring media coverage, and preparing news clips;
- Assisting in correspondence reviews and tracking, including letters and marketing materials;
- And supporting the day-to-day tasks in office as needed.

### General Requirements

- Honesty, integrity, dependability, and a strong work ethic
- Professional and appropriate behavior, dress, and respect for colleagues, clients and external partners
- Strong interpersonal skills and ability to work well on a team
- Excellent verbal and written communications skills
- Ability to think outside of the box, creatively
- Ability to manage and prioritize multiple projects, deadlines and adapt to change

- Experience working with a diverse population

### Required Knowledge & Skills

- Ability to understand BRHP's mission, policies, and procedures
- Excellent verbal and written communications skills
- Exceptional customer service skills
- Familiarity with social media platforms, including Facebook, Twitter, Instagram, and YouTube
- Proficiency with spreadsheet and presentation software, such as Microsoft Excel and PowerPoint, and creative software like Adobe Creative Suite
- Detail-oriented and organized
- Ability to work in the BRHP office and remotely from home

### Qualifications

- A current junior or senior enrolled in an accredited institution, or recent graduate within the past year at the time of application, pursuing or with an earned Bachelor of Arts or Sciences degree in Communications/Public Relations, English, Business/Marketing, Public Administration, Social Science, or a closely related field.

### How to Apply

- Submit a cover letter tailored to the Fall/Winter Communications and Special Projects Intern opportunity, resume, two professional references, and a writing sample to [outreach@brhp.org](mailto:outreach@brhp.org). Applications will be accepted until the position is filled.
- For more information about the organization visit [www.brhp.org](http://www.brhp.org).
- Job type: Temporary, 3 months
- Salary: \$18/hour or for course credit, 15-20 hours a week
- Office Hours: 8:30am-5:00pm

BRHP is located in the heart of downtown Baltimore at 20 South Charles Street, 8th Floor, Baltimore, MD 21201.