



Statewide Homelessness Development and Communications Intern - Fall 2020

Texas Homeless Network (THN) is a statewide nonprofit devoted to making homelessness rare, brief, and non-recurring in Texas. We want you on our Statewide Initiatives Team to help us make an even greater impact.

What we are looking for:

THN is looking for a talented **Development and Communications Intern** committed to helping end homelessness through funding development, media creation, and community relations. We seek someone with high energy, excellent organizational and communications skills, and a grounding knowledge of homelessness and related issues, especially in the areas of housing and human services. A successful intern will value close collaboration with team members but will also be self-motivated and able to work independently.

What you will do:

Texas Homeless Network covers a wide range of work for homeless services in Texas. THN works to end homelessness in Texas by collaborating with all communities, large and small, across the state to build systems to achieve this goal. We coordinate local and national advocacy efforts, data collection and research, host an annual statewide conference, and serve as the host agency for the Texas Balance of State Continuum of Care (CoC) where we assist in the coordination of programs and funding. Because of the breadth of our work, you will help us develop easy to understand and consumable materials to help spread the word about our organization in an attempt to raise funds and awareness.

As a **Development and Communications Intern** you will design collateral material such as brochures, flyers, infographics, and social media imagery, and update content on the THN website. You will prepare and distribute press materials, assist with media research and outreach for publication releases, work on social media projects, maintain a media database, and track press hits.

Beyond communications materials, you will build skills to execute grant applications to federal grants and foundations focused on homelessness. In addition to grants, you will help the Director of Development and Communications create a long-term development and communications plan to continue your legacy beyond your internship.

Responsibilities:

- Post and develop blog posts to maintain THN's blog
- Create collateral material such as brochures, flyers, and fact sheets about THN
- Do media research and outreach for homelessness topics
- Assist in writing copy for direct mail, e-appeals, and other fundraising outreach
- Research individual, foundation, and corporate donors and prospects
- Write for and regularly update the THN website, social media accounts, and digital publications
- Assist with annual THN Conference
- Assist in drafting press releases, op-eds, and other media outreach
- Develop and maintain media lists and track media coverage of THN
- Research innovative development and communication strategies
- Provide administrative support to the Director of Development and Communications as needed

What a successful candidate will need

Knowledge and skills:

- Demonstrated commitment to having an impact on homelessness, housing, poverty or related issues.
- Excellent written and oral communication skills.
- Demonstrated ability to conceptualize, initiate, and implement tasks.
- Understanding of social justice and intersectional advocacy work.
- Ability to work independently and remotely.
- A proven eye for design and building visual materials.
- Working knowledge of statewide poverty, and preferably homeless, programs.

What we can offer you:

THN is a strong, flexible team of professionals that works collaboratively to achieve its mission. We offer a supportive, flexible, and inclusive work environment. In addition to an environment in which every member of the staff is valued and has the opportunity to contribute, THN offers the following benefits: Partial remote working, flexible work hours to support other activities outside of internship, and professional development opportunities that may arise throughout your time with us.

How to Apply:

A cover letter, resume, and writing sample are required for consideration. In your cover letter, please specify the position for which you are applying and whether you are applying for part-time or full-time internship placement. If possible, please submit up to three examples of graphic design work (attachments or online portfolio). Send materials to hr@thn.org.

THN is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

