



Communications/Marketing Internship – Habitat for Humanity of Durham

Position Description

This position will allow the qualified candidate to expand their knowledge of marketing and communications for the nonprofit sector and the field of digital communications. Reporting to the Communications and Brand Manager, the intern will coordinate specific marketing and communication activities. Duties will be tailored to intern's interest/area of study, but typical duties of the marketing and communications intern include, but are not limited to:

- Assist in writing communications including letters, newsletters, press releases, social media, web content, invitations, and reports.
- Support the creation of collateral materials as directed.
- Updating media contact lists.
- Research and develop new ideas for Web/social media content.
- Conduct interviews to be used in marketing materials.
- Other duties as assigned by the Communications and Brand Manager.

The Durham Habitat Marketing & Communications Intern will be expected to possess the following qualifications:

- Excellent interpersonal skills
- Ability to work well with others or independently
- Initiative to problem solve, if necessary
- Responsibility to complete projects by a pre-determined deadline
- Ability to be flexible and work on multiple projects simultaneously
- Ability to communicate effectively and accurately in oral and written language
- Proficient in usage of word processing, spreadsheet, and presentation software; other software (photo, video, etc.) a plus
- Accurate and detail oriented.

LEARNING OUTCOMES AND BENEFITS

- Apply the principles of communications and marketing in a non-profit organization.
- Gain experience in project management.
- Create materials that can be included in a professional portfolio, specifically focusing on press releases, development collateral and high-volume email announcements and newsletters.
- Increase knowledge of the non-profit sector.

Education and/or Experience: Undergraduate student studying communications, journalism, marketing, graphic design or equivalent. Candidates will be enthusiastic with a strong work ethic and positive attitude. A good sense of humor is also appreciated.

Time Commitment: 10-20 hours weekly, hybrid on-site at the Durham Habitat office in downtown Durham and remote. Hours may include occasional night and weekend events. The intern will be reimbursed for any travel mileage or miscellaneous expenses incurred while working. The internship is a non-paid work experience.

Apply on [LinkedIn](#) or email your resume to CCollins@durhamhabitat.org.