



Community Engagement Internship

Housing Up builds thriving communities in Washington, DC by developing affordable housing and offering comprehensive support services to homeless and low-income families. We believe that people who have safe, affordable housing and genuine opportunities are empowered to transform their lives. Established in 1990, Housing Up has grown from serving 13 families to more than 800 throughout the District.

Housing Up is looking for a community engagement intern who is passionate about improving the lives of under-served communities in Washington, D.C. We are seeking a team player to serve as a key support in identifying resources and partnerships to benefit families we serve, assist in planning virtual community and volunteer events and more.

When: Spring semester internship starting March 2021, 8-10 hours a week. Flexible scheduling and possibility for internship extension is available.

Where: Fully remote, part-time position.

Description of Responsibilities:

- Monitor public and private community resource events and opportunities.
- Research potential community partnerships.
- Attend virtual community and informational events.
- Assist in resident services virtual programming.
- Assist in outreach to clients in Housing Up's affordable housing buildings, including general wellness, family updates, and communication of community events and opportunities.
- Manage a database for upcoming programs with the DC Diaper Bank and Capital Area Food Bank.

Educational Requirements:

- Bachelor's degree or current undergraduate student.
- Understanding of or prior work/volunteer experience in a nonprofit organization is a plus.
- Strong oral and written communication skills.
- Excellent listening, problem-solving and organizational skills.
- Self-motivated, independent worker who is eager to learn.
- Punctual, responsive to email and telephone calls and other direct communication from staff.
- Knowledge of Microsoft Office software (e.g. Word, Excel, PowerPoint).

Other Requirements:

- Must own a computer.
- Must have a strong internet connection.
- Must undergo a standard background check.





- Fluency in Spanish and familiarity with the DC Latinx community highly preferred, but not required.

Benefits:

- Hourly compensation of \$15/hour
- College credit (depending on your institution's guidelines and requirements).
- Letter of recommendation from Housing Up upon the successful completion of internship.
- In-depth understanding of nonprofit work, the homelessness crisis in D.C. and the importance of affordable housing, as well as how Housing Up serves nearly 800 families and helps them thrive in DC.

If interested, please email your resume and brief cover letter to Housing Up's Philanthropy team at philanthropy@housingup.org.

