



### **Community Engagement Internship (Winter/Spring 2023)**

Housing Up is looking for an energetic community engagement intern who is passionate about serving low-income communities in Washington, D.C. We are seeking a team player to serve as a key support in connecting with our Latinx families (Spanish language experience is a plus), assisting in the launch of a health initiative, as well as helping the team conduct in-person and virtual resident services programming.

**When:** Winter/spring internship starting January 2023, 8-10 hours a week. Flexible scheduling and possibility for internship extension is available.

**Where:** Washington, DC; part-time position. Location in the DMV required.

#### **Description of Responsibilities:**

- Support Housing Up's Community Engagement Manager in all duties.
- Assist in launching a healthcare initiative with families in affordable housing.
- Foster community with Latinx residents through events and engagement opportunities.
- Attend community and informational events.
- Participate in resident services programming.
- Engage in outreach to resident service clients (e.g., general wellness, family updates, and announcement of resource opportunities).
- Assist in managing student volunteers.

#### **Educational Requirements:**

- Bachelor's degree or current undergraduate student.
- Previous experience in research or grant writing is preferred but not required.
- 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.
- Experience with Spanish language a plus.

**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 more than 900 families living in poverty.

**To apply:**

Please email Housing Up's Philanthropy Team with your resume and brief cover letter at [philanthropy@housingup.org](mailto:philanthropy@housingup.org). Include Winter/Spring 2023 Community Engagement Internship in the subject line.

We are looking forward to welcoming you to the Housing Up team!