**Palouse Habitat for Humanity Communications and Marketing**

**Internship Position**

**Job Title:** Communications and Marketing Intern

**Pay:**  This position is unpaid, but provisions could be made to receive credit

**Job Description:** This intern will become familiar with Palouse Habitat for Humanity, its purpose and activities. They will work with PHFH staff and volunteers to review and improve its public and volunteer communications strategies, including:

* Assist with social media updates and marketing
* Help with website content management
* Updating brochures, fact sheets & fliers
* Help design and schedule print media ads
* Quarterly Newsletters
* Press releases
* Help to plan and carry out events, including fundraisers, donor & volunteer appreciation, etc

The intern will assist in developing and implementing communications and marketing to raise community awareness of PHFH and its programs.

**Dates**: Fall and Spring Semesters

**Hours: Flexible.** Palouse HFH is willing to identify specific areas of focus and work with the intern to determine appropriate hours. Intern will set regular week-day office hours in the PHFH office in Moscow, where the intern will have access to a computer work station, to allow for collaboration with PHFH staff and volunteers. Intern may be assisting with weekend or evening events in the local area.

**Skills and Experience Required:**  Intern will have strong written and verbal communications skills; conduct themselves in a professional manner with co-workers, the public and volunteers; be comfortable using Microsoft office suite programs, including Word & Excel, and Publisher, and have basic experience or be willing to learn website management (WordPress), e-communications tools like Vertical Response, social media, and Canva. Intern must be willing to familiarize themselves with the operations and mission of Palouse Habitat for Humanity. Intern must be able to provide their own transportation.

**Preferences:** Communications or Marketing major; Junior, Senior or graduate level student with experience working with non-profit organizations.

**Contact Information:**

Mary Silvernale Shook

Palouse Habitat for Humanity

306 N. Main Street, Moscow, Idaho 83843

208-883-8502 habitat@palousehabitat.org

**Introduction to Palouse Habitat for Humanity:**

Palouse Habitat for Humanity (PHFH) is a nonprofit 501 C 3 organization, the local affiliate of Habitat for Humanity International. It is a Christian ministry which partners with all who want to help meet its mission to eliminate poverty housing in the Palouse area (Whitman County, Washington and Latah County, Idaho), regardless of their personal faith or points of view.

PHFH has built a new home each year since 2009, and completed a total of 25. In 2013, PHFH launched its Home Repair program. In partnership with Moscow Central Lions Club and Disability Action Center Northwest, Palouse HFH installs, repairs or improves ramps, steps and decks to provide accessibility to those in need.

PHFH offers a hand up, not a hand out. Partner families for both programs are selected based on need, ability to make payments to cover the cost materials used, and willingness to participate in the project. For example, Home Build program partner families help in the construction of their home by putting in 300-400 of their own “sweat equity” hours. On completion, they purchase the home from PHFH for a zero-interest mortgage based on the cost of materials used to build the home. Volunteer labor and donated supplies help to keep the cost of the homes affordable.

Funds to cover program and overhead costs come from an annual signature fundraising event in the spring, a variety of smaller fundraisers hosted by local community supporters throughout the year, donations by local supporters, newsletter, and grants. The ReStore, which sells donated home improvement and décor materials, also provides a source of home building funds. A volunteer board governs PHFH, along with active committees, including Homeowner Selection, Homeowner Support, Site Selection, Construction, Development, and Faith Relations. We typically use 500 volunteers a year, who put in up to 6000 hours between the build site, the Surplus Sale, board and committees, and our Home Build and Home Repair programs. Those volunteers are community members, business leaders and university students.

PHFH is interested in creating more public awareness of its programs, with the goals of : 1) making sure we’re reaching the broadest possible audience of potential home build and home repair applicants; 2) increasing quality donations to the ReStore; 3) growing financial support; 4) maximizing volunteer participation. An important part of achieving those goals will be reviewing and updating our communications and marketing program with volunteers and the public.