



HAND Internship Program Digital Communications Intern

Organizational Summary:

HAND is a nonprofit membership collective comprised of over 450 institutions working across the private, public and social sectors to collaborate in the production and preservation of affordable housing in the Capital Region of Baltimore, Washington and Richmond. Representing the ecosystem of partners who collaborate in bringing equitable communities to fruition, HAND works to disrupt the systems that perpetuate inequity in the communities we serve. We do this by embedding racial equity into our operations, practices and programming, and activating our membership through policy forums and advocacy designed to drive impact for Black and brown communities residing at the sharpest intersections of equity.

Internship Program Summary:

One of HAND's guiding principles is "educate." And while that means to educate our membership collective, it also means educating and empowering the next generation of leaders. The internship program is open to undergraduate and graduate students who are interested in helping further HAND's mission to support a professional community of housing providers in order to increase the supply of affordable housing in the Washington, D.C. metropolitan region.

All internships are paid. Undergraduates will earn \$15/hour and graduate students will earn \$20/hour. Interns will be expected to work a minimum of 15 hours per week, but should not exceed 40 hours per week. This internship opportunity is for the summer of 2023, with the opportunity to extend based on performance. All positions are remote but will require some in-person event attendance.

Digital Communications Intern Position Description:

The Digital Communications Intern will help spread awareness about HAND's key initiatives and programs, amplifying HAND's messages to members as well as external partners and stakeholders. The intern will work to increase and maintain HAND's social media presence as well as assist with other communications efforts, to include newsletters, event notices, presentations, etc.

Responsibilities:

- Assist in updating HAND's website via Wordpress
- Create content for HAND's social media, to include Facebook, Twitter and LinkedIn
- Promote events through social media, targeted electronic outreach, and HAND's website
- Engage with users on HAND's social media by responding to comments, interacting with partners' content, etc.

- Perform research and stay up-to-date on relevant current events that can be repurposed as content for HAND programming and social media posts
- Collaborate with the HAND team on creative ways to innovate the website and social media accounts

Qualifications:

- Currently enrolled in an accredited college or university seeking an undergraduate and/or graduate degree
- Preferred majors include: communications, marketing, advertising, media relations, community relations, or a related field
- Strong communication skills, both written and verbal
- Experience with platforms like Canva, Wordpress, and Constant Contact
- Ability to work independently and complete tasks in a timely manner

To apply: send your resume, cover letter and two writing samples to handcareers@handhousing.org