



## Advocacy Communications Intern Job Description

Reporting to the Advocacy Programs Coordinator while working directly with the Advocacy & Social Impact Assistant Coordinator, the Advocacy Communications Intern will support the Advocacy efforts of Morris Habitat in advancing the affordable housing sector, specifically supporting just and fair housing policy. This Intern will primarily be responsible for assisting with administrative tasks and social media postings.

### ESSENTIAL FUNCTIONS:

#### Advocacy

- Ground Morris Habitat's advocacy in the Christian tradition of speaking up for those who are historically marginalized.
- Participate in planning and implementing an annual social media calendar for advocacy.

#### Societal Impact

- Advance housing public awareness and advocacy priorities of Morris HFH in partnership with Communications Department, by assisting in the updating of the advocacy section of the website and other social media efforts
- Join with other housing providers along the housing continuum to develop and implement public awareness raising campaigns so that "shelter is placed on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable."

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Proven relational abilities and communication skills.
- Calm and pleasant demeanor when working with diverse groups of people.
- Excellent computer skills including Excel, MS Word, MS PowerPoint, various social media design products.
- Ability to efficiently and effectively organize work and time. Must be a self-starter.
- Current driver's license and vehicle.
- Ability to participate in the cultivation of working relationships with Morris HFH staff, Advocacy Committee, and elected officials.

### GUIDELINES:

The Advocacy Communications Intern will be guided by Habitat's mission principles and Morris HFH's strategic plan. More specific guidelines are provided by relevant Morris HFH policies and procedures related to advocacy. Additional guidelines are provided in the Morris HFH's Policy and Procedure Manual. Communication with other Habitat affiliates and HFH headquarters staff is helpful in implementing and improving programs.

COMPLEXITY:

Responsibilities involve multi-tasking several activities with differing deadlines, importance, and stakeholders requiring exceptional ability to organize and prioritize work and manage time. Ongoing training (e.g., affordable housing & advocacy) is will be provided to the extent possible.

SCOPE AND EFFECT:

All work must comply with applicable protocols related to non-profit advocacy and volunteer/intern procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. While performing the duties of this job, the intern may be required to sit for extended periods of time. The intern frequently is required to stand; walk; use hands to finger and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

WORK ENVIRONMENT:

This job operates in a hybrid fashion between a home/school office and a professional office environment which may require operating standard office equipment such as computers, phones, copier, and such. The intern infrequently may visit non-profit organizations, government offices, and faith communities; work in outside conditions that can include heat, humidity, and high noise levels.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Excellent communication and public relations skills with a strong passion for the organization's mission.
- Initiative-taking with the ability to work independently and as part of a team and with great energy and persistence. Experience working with diverse constituencies.
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously and produce high quality results quickly and on time.
- Critical thinking, problem solving, accuracy and attention to detail.

NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

**INTERN ACKNOWLEDGEMENT**

I, \_\_\_\_\_, Acknowledge Review of this Job Description.  
(Intern's Name – PRINT Name)

Intern's signature below constitutes an understanding of the requirements, essential functions, and duties of the position.

\_\_\_\_\_  
Intern's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_