



### **ORGANIZATIONAL BACKGROUND**

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The National Housing Trust is a strong national nonprofit engaged in affordable housing advocacy, lending, real estate development and energy solutions. Our mission is to preserve and improve affordable multifamily homes to support quality, healthy neighborhoods with a range of housing options so that families of all income levels have an opportunity to thrive.

Our Resident Services programs focus on the importance of resident empowerment. For NHT, this means not only limiting the barriers that obstruct success, but ensuring our residents are equipped with the knowledge, tools and opportunities to be successful. We believe that we must make investments in the personal capacity of our residents to help move their communities and families forward.

### **POSITION**

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NHT has an immediate opening of a part-time, paid Communications and Outreach Intern. This is an exciting opportunity to impact more than 2,400 families in affordable housing communities located in the District of Columbia and across the U.S.

The Communications and Outreach Intern will work closely with the Director of Resident Services to support the delivery of programs for youth, adults and seniors in properties across D.C. Specifically, this internship will support: (1) NHT's 2020 nonpartisan Get Out the Vote (GOTV) initiative across our housing portfolio and (2) the tracking and evaluation of resident services programs and outcomes.

### **RESPONSIBILITIES**

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#### **Supporting GOTV**

- Encourage and educate residents about the importance of voting by supporting NHT's nonpartisan GOTV initiative.
- Assist in the development and implementation of NHT'S nonpartisan GOTV digital outreach strategy.

#### **Track Resident Services Programs and Outcomes**

- Update each community's Resident Services Plan, which identify the annual goals and objectives of resident service at each property.
- Assist in updating and tracking program outcomes.
- Co-develop a plan for resident needs assessments.

#### **Collaboration with the Resident Services Director and Property Staff**

- Participate in regular meetings with the Resident Services Director.
- Meet regularly with staff and tenant associations at our local properties to plan resident meetings and community events.



## DOES THIS SOUND LIKE YOU?

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This opportunity is perfect for someone looking to gain experience in communications, community development and/or affordable housing programs. Candidates will ideally have a desire to work alongside historically marginalized communities. Other qualifications include:

- An undergraduate or graduate student in good academic standing, or a recent graduate;
- A deep dedication to assisting low income families create and access opportunities to thrive;
- Commitment to racial justice;
- Detail-oriented, independent worker who relishes multitasking;
- Dependable and capable of completing assignments in a timely, accurate and thorough manner;
- Excellent interpersonal, organizational and communications skills, including both verbal and written skills;
- Working knowledge of Facebook and Twitter;
- Ability to work the occasional evening and/or weekend event;
- Collaborative spirit and positive attitude (a good sense of humor is a plus); and
- Spanish language skills are a plus.

**DURATION AND HOURS:** NHT is looking to hire an intern as soon as possible. Applications for a part-time position will be considered. The program start and end date are flexible. The internship will take place remotely in accordance with NHT's current COVID-19 response policy; however, the internship is located in Washington, D.C. and the internship may require working onsite beginning in September.

**COMPENSATION:** NHT will pay \$15/hour and cooperate with any academic or training programs to facilitate an award of academic credit for the experience.

**JOIN US:** Submit resume and cover letter (including the number of hours you are available) to [hr@nhtinc.org](mailto:hr@nhtinc.org). Please write "Resident Services Intern Application" in the subject line of the email.

NHT is an equal opportunity employer.