

POSITION DESCRIPTION
OUTREACH INTERN
April 2018

Fair Housing Center for Rights & Research (formerly known as the Housing Research & Advocacy Center) is accepting applications for a part-time Outreach Intern. The Fair Housing Center is a not-for-profit fair housing organization whose mission is to protect and expand fair housing rights, eliminate housing discrimination, and promote integrated communities.

General Responsibilities: The Outreach Intern is responsible for assisting the Education & Outreach team with fair housing education and outreach activities. The Outreach Intern reports directly to the Director of Outreach & Education.

Duties:

- Assist with website maintenance
- Assist with planning activities, including but not limited to: event promotion, set-up, registrations, production of materials and day-of coordination
- Assist with outreach efforts to a wide variety of audiences, including: cultivating community partnerships to identify new outreach opportunities, attending community outreach events, and maintaining records of outreach activities
- Seek out and offer engaging content for e-newsletters, social media, and fair housing blog
- Develop and manage multiple mailing databases to a variety of audiences
- Proof read and edit documents as needed
- Assist with fund development as needed
- Work with Education & Outreach team on an overall outreach and communications plan

Qualifications: Strong commitment to civil rights; excellent written and oral communication skills; proficient in MS Word, Excel; well-organized with ability to multi-task. Bilingual a plus. Must be able to commit to regular schedule of a minimum of 15 hours per week.

Hours/Pay: 18-20 hours per week (flexible)/\$11.50/hour

Application Deadline: April 30, 2018

Please send cover letter, resume, and names and contact information for three references. **Failure to submit all requested materials may result in application being rejected.** No phone calls, please.

Carrie Pleasants, Executive Director
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The Fair Housing Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender identity, sexual orientation, marital status, familial status, national origin, age, disability, ancestry, military status or genetic information. In addition to federal law requirements, The Fair Housing Center complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.