



Job Description – Family Services Internship

Preamble:

Benton Habitat for Humanity brings people together to make decent homes achievable for everyone in our community. Benton Habitat for Humanity has a small paid staff and relies on volunteers and interns for much of its work. Interns have the opportunity to participate in many aspects of the organization and they can contribute to a variety of projects that assist with the achievement of the mission of Benton Habitat for Humanity.

Internship goals:

The intern will work with the Executive Director to help with partner family services and communications. The intern will gain an understanding of poverty and housing issues and will work directly with the families that Benton Habitat serves.

Job Description:

1. To work with the Executive Director to communicate with new partner families and maintain correspondence with existing partner families.
2. Work with the media and community programs to advocate family stories and the Benton Habitat mission.

Key Responsibilities

- Identify and execute ongoing support outreach activities including newsletter, press-releases, and website updates.
- Maintain communication with partner families through check-in calls and email.
- Attend some committee meetings.

Key attributes required:

- Excellent communication skills.
- Attention to detail.
- Familiarity with Microsoft products.
- Ability to work with a wide range of people.
- Consistent work ethic and good time management.
- Dedication to the cause of affordable housing.

For this position, the intern is required to work a minimum of 10 weeks for at least 6 hours a week. If interested, send resume to jenna@bentonhabitat.org by February 18, 2016.