

Fall Semester Development & Communications Internship – Undergraduate

Position

The National Law Center on Homelessness & Poverty (NLCHP) is seeking a motivated, highly organized undergraduate student to intern with NLCHP during Fall 2010. The internship will provide the student with the opportunity to learn about homelessness and poverty in the United States while developing their research, organization, communications and outreach skills.

NLCHP's mission is to prevent and end homelessness by serving as the legal arm of the nationwide movement to end homelessness. To achieve its mission, NLCHP pursues three main strategies: impact litigation, policy advocacy, and public education. To amplify the work of its small staff, the Law Center relies on interns, volunteers, and the pro bono assistance of the private bar.

Responsibilities

The intern's responsibilities may include the following:

- Develop and maintain media lists
- Track media coverage of NLCHP
- Draft copy for NLCHP Web site, press releases, media advisories
- Format NLCHP publications
- Maintain NLCHP's social networking pages
- Assist with direct mail efforts
- Assist with organization of events
- Assist with support/outreach/registration for trainings
- Assist with data entry
- Provide administrative support to the Development and Communications staff
- Research innovative development strategies & analyze the efficacy of NLCHP communication tools

Qualifications

The ideal candidate will be a mature, organized undergraduate with a passion for social justice and a desire to develop their research and communications skills while learning about non-profit development. Applicants should possess strong oral, written and organizational skills, as well as proficiency with Microsoft Word, Excel, and Outlook; Internet and other research tools; and data management. The internship is unpaid.

Start and end date are flexible.

To Apply

Please send a cover letter, resume and short writing sample to Taunya Melvin at tmelvin@nlchp.org. Applications are accepted on a rolling basis, but students willing to be considered for the fall semester should apply by August 1, 2010.