

Marketing/Communications Intern

The Texas State Affordable Housing Corporation (TSAHC) is a dynamic, self-supporting nonprofit created by the Texas Legislature to meet the housing needs of low- and moderate-income Texans. We do this primarily by creating and managing programs that help Texans buy homes and developers build affordable rental communities. Our work is supported by motivated team members who believe in each other and in the work we do. We invite you to find out more about us at www.tsahc.org.

TSAHC is seeking a Marketing/Communications Intern that can assist staff with various projects and activities. This position requires a commitment of 20 hours per week for a period of 12 weeks. The Intern will work in TSAHC's Austin office under the supervision of the External Relations Manager.

Essential Duties and Responsibilities

- Research and write content for TSAHC's *On the House* weekly blog
- Review website and marketing materials for missing or outdated information
- Research social media content ideas, including Facebook, Twitter, Instagram, and LinkedIn
- Research ideas for new programs and outreach campaigns
- Research funding sources for various projects and programs
- Research best practices for creating permanent support housing (PSH) units in Texas
- Support a partnership between TSAHC and the Health and Human Services Commission by creating a work plan to achieve housing goals and researching best practices from other states
- Assist with other marketing and development tasks as needed

Requirements:

- Excellent written, verbal and interpersonal communication skills
- Creativity and ability to work on own initiative
- Good research and internet skills
- Attention to detail
- Strong working knowledge of Microsoft Office products
- Desire to learn about affordable housing programs and services

Education:

This position is suitable for a current graduate student or an undergraduate student who has completed at least two years of study in communications, marketing, public relations, or related field.

Compensation:

This position is for temporary hourly employment. Compensation consists of an hourly wage and reimbursement of work-related travel expenses, if any.

To Apply:

Qualified candidates are encouraged to submit their resume and cover letter to: kclafin@tsahc.org. Please reference "Marketing/Communications Intern" in the subject line. The deadline to apply is **Wednesday, May 15th at 5:00pm**.

TSAHC is an Equal Opportunity Employer.