



Communications Intern (Hybrid)

Habitat for Humanity of Ventura County brings people together to build homes, communities, and hopes in partnership with those in need. Over the past 36 years, Habitat has built 72 homes and repaired over 160 more, building strength, stability, and self-reliance and shelter throughout Ventura County. As a non-profit centered in advocacy, fundraising, and service, we are looking for self-motivated and passionate interns interested in creating a more equitable and affordable housing market, while also gaining valuable management and organizing experience. Our unpaid internship program lasts around 3-6 months, depending on your schedule. Habitat Ventura is always evolving and growing, and we are excited to have interns lead that change!

The Communications Intern will be responsible for procuring and maintaining volunteers as our programs need, as well as communicating with relevant organizations and businesses that could partner with Habitat for events. As a non-profit, Habitat Ventura needs a diligent self-starter who wants to expand their communication and organizational skills. They will work closely with our Volunteer Coordinator to assist with volunteer acquisition, communication, in-kind donations, event planning, and more. Tasks include:

- Answering and directing calls
- Email newsletter
- Organize and maintain contact list
- Recruit volunteers
- Outreach to partnering companies/organizations
- Acquire in-kind donations from restaurants and local businesses
- Event prep
- On-site point person

Qualifications

- High School Diploma or equivalent, or demonstrated equivalency of experience and/or education
- Proficiency in Microsoft Suite and Google Suite
- Must possess strong accounting knowledge, communication skills, and writing skills
- Interest in entering finance/accounting sector
- Organized and detail-oriented

Please send your resume and cover letter to jamie@habitatventura.org. In your cover letter, please outline your interest in interning at Habitat, what Habitat's mission means to you, and any relevant experience. Academic Credit is available for students per their university's guidelines.

Flexible start and end date (preferably begin in Jan - Feb 2022)