



Outreach & PR Internship Position Description

<p>About Homes First</p>	<p>Vision: Our vision is one of vibrant communities where everyone has a safe and healthy home they can afford, so that they have hope for a better future</p> <p>Mission: We believe everyone needs a home to be successful. Therefore, it is our mission to create and maintain safe, healthy, and affordable rental homes for those who need them most.</p> <p>Since 1990, Homes First has successfully created affordable rental housing in Thurston and Mason Counties, WA. In over 33 years, we have helped close to 5,000 low and very low income community members have safe, clean, and affordable rental housing with a landlord who treats them with dignity and respect.</p> <p>Income from rents and fundraising goes to maintain the housing, provide staff oversight, and help fund future affordable housing projects.</p>
<p>Position Summary</p>	<p>Interns will provide marketing assistance to drive traffic and awareness to the Homes First brand and community programs, and to assist in the execution of Homes First outreach and public relations strategy. Specific duties will be discussed during interviews but may include the following: development of a vision, strategy and implementation plan. This may include: media outreach, creating and/or distributing marketing and press materials—both print and web-based, event promotional materials, market research, and general office administration. Our goal is to connect to more community members who would give their time, talents, and treasure to our mission.</p>
<p>Location</p>	<p>Homes First, 5203 Lacey Blvd. SE, Ste.A, Lacey, WA 98503</p>
<p>Supervisor</p>	<p>Resource Development Director & CEO</p>
<p>Required Activities</p>	<ol style="list-style-type: none"> 1. Ability to work independently on marketing projects including direct mail pieces, target marketing, and outreach events. 2. Develop an outreach and public relations plan for Homes First by researching, planning and implementing a plan to improve our messaging and increase our brand recognition. 3. Marketing/PR information to media, Homes First partners, donors, volunteers and the public at large.
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. Commitment to a positive, fun and team-oriented working environment. 2. Working knowledge of Homes First mission, vision, and values (upon training). 3. An Undergraduate or Graduate college student or commensurate professional experience preferred. 4. Basic computer processing skills including MS Office required. 5. Website Management (WIX), Canva/Graphic Design and Movavi/Video production specific experience desirable. 6. Proven flexibility and creativity 7. Ability to work as part of a team 8. Ability to pass as WA State background check 9. Commitment to the philosophy of cooperation and continuity across programs 10. Valid Washington State driver's license and insurable driving record. You will need to provide your own transportation.
<p>Hours and Days</p>	<ol style="list-style-type: none"> 1. A minimum of three months or 120 hours commitment is required. 2. During that time, interns are expected to work between 6-16 hours per week on projects at the Homes First office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events. 3. Remote work is also available.
<p>Benefits</p>	<p>Internships with the Homes First are not paid, but offer valuable hands on experience. Course credit may apply.</p> <p>Homes First will pay mileage when required to travel away from Homes First office.</p>