



Communications & Social Media Intern

Description: HomeAid's purpose is to end homelessness. Orange County is one of the wealthiest counties in the United States with over 3 million in residence, yet 13,000 individuals experience homelessness each year. With the specific objective of ending homelessness, HomeAid Orange County's three unique focus areas of advocacy, development of shelters and service allow the community to engage in this critical issue that affects thousands in the community.

The Communications & Social Media intern will be responsible for the following tasks:

1. Assist in writing all communication materials (ex: shelter provider stories, testimonials, press releases, monthly e-newsletters, website content, and internal and external communications).
2. Help execute social media presence online - prepare copy and communicate web presence through Facebook, Twitter, YouTube, etc.
3. Assist with grant writing and grant reporting.
4. Assist with monitoring HomeAid's advertising and public relations activities.
5. Other related duties as assigned.

Requirements:

1. Must be in school with a Business, Marketing, Communications, English major
2. Must be fluent in modern social media
3. Must be hardworking, self-motivated, creative, and resourceful
4. Must be highly organized and detail oriented
5. Computer proficient, especially in Microsoft Word, and Excel
6. Effective verbal and written communication skills

Term: Minimum 3 months commitment requested.

Hours: 10-30 hours, flexible scheduling, office hours range from 8:30am to 5pm, Monday through Friday.

Compensation: Monthly stipend of \$500 for expenses, school credit and letter of recommendation.

How to apply:

This position is available with HomeAid Orange County. Applications and resumes are accepted via email. Please direct all inquiries and applications to Anita R. Lambert at anita@homeaidoc.org. Please title subject as Internship Application – Communications & Social Media Intern.