

## National Housing Conference Fall Internship Opportunity

The National Housing Conference has been defending the American Home since 1931. We believe everyone in America should have equal opportunity to live in a quality, affordable home in a thriving community. NHC convenes and collaborates with our diverse membership and the broader housing and community development sectors to advance our policy, research and communications initiatives to effect positive change at the federal, state and local levels. Politically diverse and nonpartisan, NHC is a 501(c)3 nonprofit organization.

- The internship will provide training in policy, research, communications and membership and will serve as a beneficial educational and training experience for you.
- NHC has no obligation to provide employment at the conclusion of your internship or at any time in the future.

### **Internship responsibilities include:**

- Providing communications and organizational support for key events and activities;
- Draft articles for the weekly NHC Member Brief newsletter;
- Attend congressional briefings and hearings, and coalition meetings; take detailed notes and in some cases draft summaries for publication online or internal use;
- Assist in the development of marketing materials for the December Solutions for Affordable Housing policy online convening;
- Assist in inviting, confirming and tracking speakers for Solutions for Affordable Housing;
- Assist in the updating and cleaning of member data in advance of our fall membership drive;
- Assist in data collection and analysis, specifically for the annual Paycheck to Paycheck report;
- Assist with research for NHC's COVID-19 Housing Research Center; and
- Other duties as assigned.

### **Timeframe and hours**

The internship is available for the fall 2020 semester. Start and end dates within that timeframe are flexible, but interns should expect to work a *minimum* of 12 weeks. We are seeking a part-time intern who will be available to work a minimum of 10 hours a week.

### **Application Instructions**

To apply for this position, please submit the following materials to Amanda Mitchell, operations director, at [amitchell@nhc.org](mailto:amitchell@nhc.org):

- Cover Letter
- Resume
- Two Writing Samples