



## **Development & Communications Internship**

### **Internship Description:**

The National Homelessness Law Center is seeking a motivated, highly organized undergraduate student or recent college graduate to intern with the Law Center. The internship will provide the student with the opportunity to learn about homelessness and poverty in the United States while developing her/his/their fundraising, event management, research, communications and outreach skills.

The Law Center, a private non-profit in Washington D.C., is the only organization solely dedicated to using the power of the law to end and prevent homelessness. Since its founding, the Law Center has been a catalyst for critical civil and human rights advocacy.

### **Responsibilities May Include the Following:**

- Assist in writing copy for direct mail, e-appeals, and other fundraising outreach
- Research individual, foundation, and corporate donors and prospects
- Write for and regularly update the Law Center website, social media accounts, and digital publications
- Assist with planning annual major fundraising events
- Assist in drafting press releases, op-eds, and other media outreach
- Develop and maintain media lists and track media coverage of the Law Center
- Research innovative development and communication strategies
- Provide administrative support to the Development & Communications staff as needed

### **Qualifications:**

The ideal candidate will be a mature, organized, detail-oriented undergraduate, graduate, or recent graduate with a passion for social justice and anti-poverty work, an eye for detail, and a desire to develop research and communications skills while learning about non-profit development. Applicants should possess strong oral, written, editing, and organizational skills, as well as prior work experience with social media, data management, and other research tools. The internship is unpaid.

**How to Apply:** Email cover letter, resume, short writing sample, and list of three references to Deborah Shepard at [HR@nlchp.org](mailto:HR@nlchp.org). No phone calls, please. Due to the high volume of applications, the Law Center will not accept phone calls about the position and does not notify applicants of status except when an interview is granted