



## **Communications & Resource Development Intern**

### **About HDC MidAtlantic**

HDC MidAtlantic's mission is to build hope and opportunity for nearly 5,000 residents to reach their full potential by creating, preserving and strengthening affordable housing communities throughout Pennsylvania, Delaware and Maryland. HDC MidAtlantic owns, develops and/or manages more than 3,700 affordable apartments in 58 communities, providing equitable housing options and promoting healthy living through real estate development, property management and resident services.

### **Job Summary**

As a communications and resource development intern, you will work closely with our communications and resource development team to support and execute HDC's communications and resource development plans.

This internship will help you strengthen your overall communications skills, while also giving you the opportunity to gain experience in a nonprofit, mission-driven setting.

### **Essential Duties and Responsibilities**

- Assist with communications including:
  - Copywriting for multiple channels
  - Creative design (flyers, Powerpoint presentations, etc.)
  - E-newsletters (internal and external)
  - Event planning (groundbreakings, ribboncuttings, etc.)
  - Interviewing
  - Public relations (press releases, news advisories/briefs, etc.)
  - Social media management (draft content, design graphics, monitor channels)
  - Website management
  
- Assist with resource development including:
  - Grant and foundation research
  - Event planning (creative for annual fundraising event, planning committee meetings, etc.)
  - Donor management software maintenance
  - Donor stewardship



## **Qualifications**

- Excellent verbal and written communication skills
- Motivated, self-starter, shows initiative and able to work independently or in a team
- Enhanced computer skills and familiarity with Word, Excel, Outlook, and PowerPoint
- Strong social media skills (Facebook, Twitter, LinkedIn and YouTube)
- Experience with Canva, Constant Contact and WordPress are preferred
- Experience with video editing software would be a plus

## **Details**

Hours are flexible, with the possibility of working remotely. If interested, please send a cover letter, resume and two writing samples to Communications Specialist Hope Frick at [hfrick@hdcweb.com](mailto:hfrick@hdcweb.com).