

Hudson River Housing, Inc.
Communications Intern

General Description:

Hudson River Housing is seeking a highly-motivated individual to assist us with writing and editing tasks of our communications and marketing plan. The intern will play an integral role in our team and will also help implement new events and develop outreach materials. Some of the tasks include: work with our outreach staff drafting print and email newsletters; collect and disseminate stories of our program services; draft press releases; document events and successes in photo/video, and develop other marketing materials.

Responsibilities:

- Assistance with implementation of new fundraising event and launch of new winter fundraising appeal;
- Conducting a communications audit to assess current materials for consistency;
- Assistance with prepping materials for 30th anniversary/new ED (fact sheets, bios, email/fundraising blasts);
- Assistance drafting print and email newsletters;
- Development of testimonials of former clients

Knowledge of Word, Publisher, Photoshop ideal, but not required. Position based at our Administrative Offices, 313 Mill Street, Poughkeepsie.

Submit cover letter and resume to Elizabeth Celaya at
ecelaya@hudsonriverhousing.org