



2023 Resource Development and Communications Intern

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH owns 20 communities and has developed over 2300 apartments, with an additional 1000+ apartments under construction or in development throughout the DC metro area.

This internship will primarily reside within the resource development and communications team, gaining exposure to the communications opportunities and challenges in affordable housing, as well as the funding and grant-making opportunities that support our resident programming. In this capacity, you will support the messaging and funding strategy of affordable housing in the DC region in a high-performing, non-profit organization. This internship is designed for an effective and efficient undergraduate or graduate student with a demonstrated interest in affordable housing and exploring where their interests and skills align within the field.

Highlights of this Internship will include:

- Participate in brand strategy, web content audit and other efforts as the organization completes a comprehensive rebrand
- Write monthly content for APAH's E-Newsletter, contribute to major event Press Releases in partnership with RDC Managers, and strategize and draft Social Media content, award submissions, and other high-visibility projects in sync with the organizational calendar.
- Partner with RDC Manager to ensure all high-impact Resident Programming is calendared in the team project management tool
- Attend and support Resident Services (RS) events in partnership with RDC/RS staff
- Assist in donor relations, stewardship, and acknowledgment efforts to aid in fundraising; may include data entry and data analysis
- Support fundraising or real estate event groundbreakings and grand openings with the RDC Team, including event planning and day-of logistics
- Attend auxiliary trainings (i.e. HAND, NVAHA, CNHED) and meetings to strengthen capacity in the field
- Other duties as assigned

The ideal candidate is:

- Studying non-profit management, communications, community development, urban planning, human services or other related fields
- Proficient in Microsoft Office with an emphasis on Word, Outlook, and Excel
- Experienced with data entry, data analysis, and / or database management a plus
- A well-organized self-starter with strong writing skills, who is conscientious, curious and has strong attention to detail
- Able to work in a dynamic, fast-paced setting with flexibility and creativity
- Appreciative of APAH's mission

Typical workdays are Monday through Friday, 20-25 hours a week between the hours of 8 a.m. and 6:30 p.m. This internship runs through the Spring of 2023, with the option to work full time

during the summer; Fall 2023 hours to be determined. This role is hybrid, with at least 50% of time spent in the office.

Salary

\$20 per hour

Full COVID-19 vaccination required. Intern must receive two shots of the Moderna or Pfizer vaccines or one shot of the Janssen vaccine prior to the first day of internship.

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

Candidates should plan on one to two interviews with key leads. **To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.**

For more information about APAH, please visit us at <http://www.apah.org>.