Communications Internship Opening
Citizens’ Housing and Planning Association

Citizens’ Housing and Planning Association (CHAPA) is the non-profit umbrella organization for affordable housing and community development activities in Massachusetts. Established in 1967, CHAPA has a diverse and active membership of more than 1,500 people and hundreds of organizations, including volunteers and professionals in the public, private, and non-profit sectors. CHAPA pursues its goals through advocacy with local, state, and federal officials; research; education and training; consensus-building; and programs to expand rental and homeownership opportunities for low and moderate income residents. For more information, please visit www.chapa.org.

Internship Summary

CHAPA is seeking an energetic and tech-savvy individual to assist our Communications and Events Manager and Policy Team on a remote basis for 15 hours/week from September through December 2020. The individual we are seeking must be comfortable handling a variety of responsibilities and work well independently.

Internship Responsibilities

- Create infographics and other visual content for social media that supports our policy team's goals and CHAPA's vision for affordable housing in Massachusetts
- Draft social media posts for Facebook, Twitter, and LinkedIn to highlight created content, policy initiatives, and upcoming events
- Research relevant journalists, influencers, and publications to grow CHAPA's media list
- Other responsibilities as needed by CHAPA’s Policy Team.

Preferred Qualifications:

- Ability to work independently and collaboratively; self-starter
- Strong writing and communications skills with ability to write quickly, concisely, and impactfully
- Demonstrated interest in or knowledge of affordable housing policy and political environment surrounding affordable housing in Massachusetts
- Familiarity with or ability to quickly learn Adobe Creative Suite, Canva, or other graphic design programs
- Familiarity with social media platforms Facebook, Twitter, and LinkedIn and best practices

Stipend:

CHAPA will pay $12/hour, 15 hours per week, from early to mid-September through the end of the calendar year.
To Apply:

Email resume and cover letter to Jenna Connolly, Communications and Events Manager, at jconnolly@chapa.org. While not required, please include a sample of some graphic design work if you have any. The **deadline to apply is Friday, September 4, 2020.**

CHAPA is an equal opportunity employer;
We value diversity and encourage individuals of various backgrounds to apply.