

## Communications Internship

The Cambridge Housing Authority (CHA) Communications Internship provides the opportunity for students to gain experience helping manage the public image of one of the nation's most respected housing authorities. CHA is nationally recognized as a leader in the areas of housing policy reform, affordable housing development and resident services. The Communications Intern is a critical part of the team working to make sure that the Agency's communication efforts support its reputation as leaders in the affordable housing industry. The Communications Intern reports directly to CHA's Senior Program Manager for Administration and Policy.

This is a semester-long internship. There is an option for successful individuals to continue through the Summer.

### Duties:

- Draft copy and layout various publications
- Draft and distribute press releases and alerts
- Website maintenance
- Tracking and archiving media coverage
- Draft copy and layout one-page "fact sheets"
- Draft and disseminate e-mail blasts
- Media relations
- Other related duties as assigned

There will be occasional off-site work, but the majority of the work will be conducted at CHA's central office.

### Requisites:

- Juniors, Seniors, and graduate students majoring in Communications, Journalism or other related fields.
- Previous marketing, journalism, web site management, and multimedia experience a plus.
- Advanced knowledge of Adobe Creative Design Suite – with particular focus on InDesign, Photoshop and Illustrator
- Excellent writing & editing skills
- Ability to work independently and simultaneously on a number of tasks.
- Portuguese, French/Haitian Creole or Spanish fluency a plus.

Hours: Max of 20 hrs/week. Preferably part-time 2 or 3 times a week. Flexible schedule.

Compensation: Cambridge living wage. T-Pass reimbursement.

Students interested should submit:

- a resume
- a cover letter detailing interest in communications

These materials should be submitted via e-mail to [jobs@cambridge-housing.org](mailto:jobs@cambridge-housing.org) by **January 13, 2012**

