



Job Description: Non-Profit / Community Development Intern

Summary:

Work is assigned and supervised by the Executive Director of the Habitat for Humanity of the Greater Harrisburg Area. Given the nature of non-profit work, the candidate must have a passion for public sector service and community engagement. An ideal candidate will want to gain experience in grant writing, community and economic development, and urban studies. Assignments are expected to be carried out under limited supervision within the office or remotely, therefore only candidates with sound judgment, time management skills, and internal motivation should apply.

Essential Duties & Responsibilities:

- Using their individual interest, candidate will research and investigate new grant sources or innovative programs and present pertinent information to the Executive Director and Administrative Staff.
- Perform assignments relating to city planning, economic development, redevelopment initiatives, and program development.
- Public Sector engagement – In order to engage with community leaders, knowledge of the roles and responsibilities of local, state, and federal government offices and programs is needed.
- He/She will develop and draft internal and external documents and materials to build or retain relationships with donors, volunteers, community members, and other supporters of the non-profit organization.
- Fundraising Activities – Coordination of existing fundraising efforts while exploring new approaches to generate support for the affiliate
- Outreach – Increase awareness of the affiliates goals and the mission it serves, to as wide of an audience as possible.

Qualifications / Education:

The best candidate will be chosen from a pool of currently enrolled undergraduate or graduate students who can demonstrate that they seek to gain hands on experience in grassroots community development within an international organization.

Requirements:

- Minimum 10 hours a week spent in the office.
- Submittal of all work assignments within determined deadlines.

Compensation:

\$1,500 stipend awarded to candidate per semester.

Application process:

Interested candidates should forward a resume, major course listings, and a writing/project sample of their choosing to info@harrisburghabitat.org