



Position Title: Housing and Homeless Services Intern

Reports To: Manager of Partner Support, Training, and Engagement

Work Location: Primarily Virtual; In-Person for Events and Some Meetings

Job Type: Internship

Essential Duties and Responsibilities: Under the direction of the Director of Growth & Development, the BSW Intern will assist in implementing and tracking resource development initiatives carried out on behalf of MCAH. The intern will also work with the Manager of Communications on Homeless Awareness Month and Membership Profiles.

Homeless Awareness Month

- Manage incoming HAM events from Google Alerts, Emails from the Project Coordinator, and HAM Google Form to the event calendar
- Interview 3-5 agencies regarding their event
- Attend events and take photos
- Update blogs w/current books, videos, etc.
- MemoryFox video interviews of agencies or events as possible

Membership Profiles

- Create written profiles of current members for distribution

Resource Development

- Collaborate in the creation and implementation of direct mail campaigns
- Create update messages to past donors
- Create thank you and update messages to current donors
- Assist in the development and maintenance of relationships with members and other donors
- Research and develop prospect opportunities to solicit foundations, corporations, and individuals
- Report on the progress of initiatives
- Collaborate in the development of grant proposals to foundations
- Represent MCAH at meetings with funders, conferences, and events, as directed

Special Events

- Assist the Director of Growth & Development in the planning, development, and implementation of special events

Recordkeeping

- Working with the resource development team, update information and reports in the CRM software used by MCAH
- Assist in the implementation of a new CRM for the organization