



Housing Authority of the City of Milwaukee
809 N. Broadway
Milwaukee, WI 53202
Phone: (414) 224-0528

PAID COMMUNICATIONS INTERNSHIP

Job Description: The Housing Authority of the City of Milwaukee (HACM) is seeking a Communications Intern to assist with day-to-day communications, public relations and marketing projects. This is a position that will involve working approximately 20 to 25 hours per week; up to 40 hours per week during the summer.

Agency Profile: HACM is an internationally-recognized provider of innovative housing and neighborhood solutions. HACM currently provides high-quality, safe and affordable housing options to over 10,000 households, the majority of which are comprised of low-income families, seniors and disabled adults. In addition, HACM provides a wide range of programs and services to improve quality of life for its residents and assist them in attaining self-sufficiency.

Responsibilities: Assist the Communications Coordinator with a variety of projects, which may include:

- Content development for print and online use to promote resident and program success stories. This work will include, but not be limited to, researching, interviewing, writing, editing, proofing, layouts, photography, and video recording and editing;
- Press release writing and pitching to media representatives;
- Maintenance of website content (new site to be launched in 2016);
- Enhancement of the agency's social media presence through Facebook, Twitter, LinkedIn, Instagram and other platforms that would benefit the agency;
- Production and promotion of special events (i.e. press events, grand openings, groundbreakings, annual meeting, and program-related events);
- Maintenance of media and other contact lists;
- Development of marketing materials for agency programs and services.

Qualifications: Graduate student or undergraduate with a focus on Communications, Marketing or a related field of study:

- Excellent oral and written communication skills
- Professional and reliable demeanor with ability to meet deadlines, to multi-task and to remain flexible to adapt to changing priorities
- Ability to work with a range of people and show sensitivity to individual differences
- Familiarity with social media platforms (Twitter, Facebook, LinkedIn, etc.)
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Proficiency with basic photography and video recording principles
- Photoshop, InDesign experience a plus
- Experience using video editing software a plus (Movie Maker, iMovie)

Our internships offer you the opportunity to:

- Explore Career Opportunities – by working in the field you have chosen, you can receive an inside look at your potential career path through hands on strategizing and planning
- Network – meet a variety of people in your profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors – certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

Response: Interested individuals should mail or email their cover letter and resume to:

Housing Authority of the City of Milwaukee
Attn: Crystal Reed-Hardy, Human Resources Manager
PO Box 324
Milwaukee, WI 53201
chardy@hacm.org