

**POSITION:** Summer Intern  
**CLASSIFICATION:** Full-time, temporary, non-exempt  
**DATES:** June 5 – August 11 (with some flexibility on start and end dates)  
**LOCATION:** Washington, DC (hybrid with up to two days remote)  
**HOURLY RATE:** \$17.00 an hour

The National Alliance to End Homelessness (the Alliance) is a nonprofit, non-partisan organization committed to preventing and ending homelessness in the United States. The Alliance uses data and research to identify solutions to homelessness; works with Congress and the Administration to support and advance these solutions; and helps communities to implement the solutions. Recognizing the disproportionality of people of color who experience homelessness and the disparities that cause this, it undertakes its work in the context of achieving racial equity.

If you are committed to helping the nation SOLVE the problem of homelessness, consider joining the Alliance.

#### **What we are looking for:**

The Alliance is looking for three talented **Summer Interns** committed to helping end homelessness through federal policy and improved programs and practice. Special areas of interest are unsheltered homelessness and the achievement of race equity in the homelessness system. We seek candidates with high energy, excellent organizational and communications skills, and an interest in homelessness and housing. Successful interns will value close collaboration with team members but will also be self-motivated and able to work independently.

#### **What you will do:**

Summer Interns will assist in projects across policy, research, capacity building, and communications as well as support efforts around the Alliance's National Conference on Ending Homelessness in July. Candidates should indicate which of those areas are of most interest to them and should describe the experience and skills they would bring to projects in those interest areas.

*Responsibilities will vary based on the candidate's interests and experience, as well as the areas the Alliance is working on at the time:*

- Communications drafting and content generation: This may include assisting in drafting and editing policy briefs and blogs, newsletters, donor and other communications, and website, conference, and social media content.
- Conducting research: This may include research into existing or proposed legislation or policies, research into best practices for homelessness response services, or research on media placements or media tracking tasks.
- Conducting and compiling interviews: This may include interviewing local or national stakeholders for policy or communications purposes and conducting interviews with consumers who have experienced homelessness.
- Supporting staff projects: This may include administrative tasks on projects developed by the communications, policy or capacity building teams like drafting documents and spreadsheets, data entry

and database organizing, helping to arrange conference workshops, and attending (with and without Alliance staff) various opportunities for professional development, including policy forums, Congressional briefings, community meetings, and others.

**We are looking for candidates with:**

- Demonstrated interest in at least one of the following areas: public policy analysis, communications, and relationship building with individuals and groups, all focused on homelessness and poverty issues.
- Demonstrated experience and ability to recognize and respond to the ways race, ethnicity, sexual orientation, and gender identity intersect to further promote racial equity and social justice.
- Demonstrated interest in working with marginalized or vulnerable populations (e.g., LGBTQ, people with disabilities, people experiencing homelessness, etc.).
- Previous research, data, and/or outreach experience.
- Strong professional verbal and written communication skills.
- Ability to pursue own projects and meet deadlines with limited supervision.
- Proficiency in Microsoft Office.
- Proficiency with digital technologies (for interns on communications projects), including video editing and graphic editing is a plus.
- Candidates with prior life experience or work experience in homeless or low-income communities, communities of color, and/or LGBTQ communities are encouraged to apply.

**What we can offer you:**

The Alliance is strong, flexible team of professionals that works collaboratively to achieve its mission of preventing and ending homelessness in the nation. We offer interns a supportive work environment in which they receive opportunities to contribute to and direct activities that align with their learning goals in the pursuit of solutions to a national social problem.

**Additional benefits include:**

- 3 paid vacation days and 2 paid sick leave days during the 10-week period of June 5-August 11 (leave pro-rated based on start and end dates)
- Paid Federal Holidays

**How to Apply:**

Email resume, cover letter, and a short writing sample (no more than three pages, can be an excerpt from a larger work) to [jobs@naeh.org](mailto:jobs@naeh.org). Use "Summer Internship" in subject line of the email. Applications will be accepted through April 30, 2023, and interviews will be granted on a rolling basis.

*The Alliance is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.*