



Job Title: **Communications and Public Relations Intern**  
Reports to: Executive Director  
Status: Non – Exempt. 15 hours/week  
Date: November 21, 2016

**Job Summary** The **Communications and Public Relations Intern's** mission is to help develop and maintain a program to communicate with the over 1,000 residents of the Portsmouth Housing Authority, as well as individual and institutional friends of the Portsmouth Housing Authority. The Communications Intern helps make sure that the Agency's communication efforts support its reputation for excellence and innovation.

The Communications intern will work on a variety of projects as assigned by Executive Director. The ideal intern will have the ability to work independently and as part of a team, depending on the nature and duration of any specific project.

### **Essential Duties and Responsibilities**

- (a) Develop a Resident Communications Plan
- (b) Design and develop external communications tools to build strong relationships with neighbors and partner organizations.
- (c) Manage Agency social media campaign; including Facebook, LinkedIn, Twitter, etc.
- (d) Draft and distribute press releases and alerts.
- (e) Track and archive media coverage relevant to PHA and its affiliates.
- (f) Create infographics to disseminate information to management and the Board of Commissioners.
- (g) Other related duties as assigned.

### **Support of the Mission Statement**

The mission of the Portsmouth Housing Authority is to be the leader in making quality affordable housing available for low and moderate-income members of the community and to accomplish this mission by a fiscally responsible, creative organization committed to excellence.

### **Minimum Qualifications**

Undergraduate and Graduate students majoring in Communications, Journalism, Graphic Design, or other related fields.

- Previous marketing, journalism, web site management, and multimedia experience a plus.
- Knowledge of Adobe Creative Design Suite or similar graphic design program – with particular focus on page layout and vector imaging.
- Excellent writing & editing skills
- Graphic design experience a plus
- Ability to work independently and simultaneously on a number of tasks.

**Education and/or Experience**

**Language Skills: Spanish Speaking preferred.**

Amount of time spent performing the following:

<b>Condition</b>	<b>None</b>	<b>Less than 33%</b>	<b>33% - 66%</b>	<b>Over 66%</b>
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting up to 10lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 25lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting up to 50lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Work Environment**

Generally, the work environment has moderate noises (office with computers.) The Property Manager will be required to conduct frequent walk-through of developments and dwelling units and must demonstrate sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions.

*This job description has been reviewed with the employee and the employee understands that they can go to their manager if they have questions about the content of their job description. The employee understands that this job description should not be construed as a contract of employment and does not affect the at-will status for this position.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_