



Communications Intern

Title: Communications Intern

Salary: \$25/Hr.

Location: San José, CA

Job Classification: Part-Time, Temporary, hybrid

Reports To: Communications Manager

ABOUT SV@HOME

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents. SV@Home is looking for a Communications Intern to join our team of dedicated staff and board to further the organization's mission.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. We acknowledge the historical and current impacts of racism on housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.



ABOUT THE POSITION

SV@Home is seeking a detail-oriented Communications Intern who will work closely with the Communications Manager to provide substantial administrative support. The ideal candidate will be a highly motivated and creative individual with a passion for social justice and a strong interest in communications. This is a Part-Time/Temporary, Non-exempt position that reports to the Communications Manager.

KEY DUTIES AND RESPONSIBILITIES

The Communications Intern will be responsible for the following activities:

- Assist with the development of creative concepts and marketing strategies for promoting the policy and advocacy work of SV@Home
- Support maintaining SV@Home's social media channels including posting, creating graphics, reviewing comments/messages, and reporting analytics
- Develop content (both visual and written) for external communications including our bi-weekly newsletter, social media, and website
- Support external communications for Affordable Housing Month 2024 (May) and attend events when coverage is needed
- Help create and update monthly communications calendar
- Administrative tasks include, but are not limited to, updating communications folders, organizing photo and video content, updating templates for staff, and maintaining up-to-date branding
- Support Communications Manager with SV@Home's "How We Talk About Affordable Housing" campaign including creating assets, planning trainings, and sharing toolkit

EXPERIENCE AND QUALIFICATIONS

A competitive candidate will have the following experience, knowledge, and attributes:

- Excellent verbal, written, and interpersonal communication skills
- Must be detail-oriented and well-organized, with the ability to manage multiple projects & priorities simultaneously.
- Advanced experience with social media, including Facebook, Twitter, LinkedIn, Instagram, YouTube, TikTok, and others.
- Graphic design skills (Canva) are highly desired!
- A passion for social change and a commitment to equity
- Ability to work in a team environment;
- Ability to work independently and take initiative;



- Ideally flexible, eager to learn, and willing to ask questions

COMPENSATION:

- \$25/hour, Part-Time (10-15 hrs./wk), non-exempt, paid internship
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through February 23, we plan to hold interviews the week of March 4, and the internship will run from April 1 through June 28 with the potential for an extension through the summer. Interested applicants should email a cover letter, (2) social media work samples, and resume to jobs@siliconvalleyathome.org. Please indicate “Communications Intern” in the subject line of your email. Thank you for your interest and we look forward to hearing from you.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).

SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age, or sexual orientation.