Communications Intern

Pickens County Habitat for Humanity

Position Purpose

The Communications Intern helps Pickens County Habitat for Humanity (PCHFH) tell its story to donors, volunteers, students, and the community. The intern supports the website, the newsletter, and social media, and leaves with published work in a real portfolio.

PCHFH is updating its website and communications, so this intern will help shape how the organization presents itself for years to come.

What You Will Gain

- Certifications completed during the internship: HubSpot Academy Content Marketing and Email Marketing, Google Analytics Certification (Google Skillshop), and the Nonprofit Ready Marketing Essentials Certificate.
- Published, credited work for your portfolio, including website pages, newsletters, social media campaigns, and photography.
- Experience building a content calendar and measuring results with real analytics.
- A written letter of recommendation and a LinkedIn recommendation from your supervisor after successful completion.
- Portfolio-ready work samples you can show employers and graduate programs.
- A chance to work on a Habitat for Humanity build day alongside volunteers and future homeowners.

Time Commitment & Work Schedule

Position Type: Unpaid internship

Time Commitment: 8 to 20 hours a week for one semester, based on the needs of the student and scheduled around classes. Longer or summer internships are welcome.

Academic Credit: PCHFH will complete supervisor evaluations and paperwork for students earning internship credit through their school.

Location: Remote, with occasional in-person photography at builds and events.

Direct Supervisor

Reports To: Executive Director

Qualifications

Required Qualifications

- Current undergraduate or graduate student.
- Strong writing and editing skills.
- Working knowledge of Instagram, Facebook, and LinkedIn.
- Basic design skills with Canva, Adobe Express, or similar tools.
- Ability to meet deadlines and take feedback.

Preferred Qualifications

- Major or minor in communications, journalism, marketing, graphic design, English, or a related field.
- Photography or short-form video skills.
- Experience with a website platform such as WordPress, Wix, or Squarespace.

- Experience with email newsletter tools.

Duties & Key Responsibilities

Social Media - 35%

- Plan and maintain a monthly social media calendar.
- Write and design posts for Instagram, Facebook, and LinkedIn for Executive Director approval.
- Photograph and record short videos at build days, events, and Campus Chapter activities.
- Track engagement each month and suggest improvements.

Newsletter - 25%

- Draft newsletter stories, including volunteer, donor, and homeowner stories, with permission from the people featured.
- Lay out and schedule newsletters and update email lists.
- Review open and click rates and recommend changes.

Website - 25%

- Update website content, including events, volunteer opportunities, and program information.
- Help plan content for the new website, working with PCHFH and its website partner.
- Check pages for accuracy, broken links, and outdated information.

Brand and Materials - 15%

- Help build a simple communications style guide and photo library.
- Update flyers, handouts, and event materials.
- Support communications for the Clemson University Campus Chapter and major events.

How to Apply

Talk with us at the internship fair, or contact Tamara Dourney, Executive Director, Pickens County Habitat for Humanity.