

# HCSC

## Harvard Community Services Center

<b>POSITION TITLE:</b>	Outreach Communications Intern
<b>DEPARTMENT:</b>	Community Development
<b>SUPERVISOR:</b>	Richard Goudreau Director of Community Development
<b>POSITION SUMMARY:</b>	<p>This opportunity will give the intern a close look at the services and operations of a community development corporation (CDC). The network of CDCs in Cleveland is the backbone of neighborhood development in the City. Anyone interested in a career centered on neighborhoods will benefit from this experience.</p> <p>This neighborhood-based nonprofit needs to enhance its profile in order to reach more residents and attract funders. Responsibilities of the internship would include keeping social media accounts &amp; the website current with updates regarding the organization's activities &amp; programming in their service area on the east side of Cleveland: social welfare services, seniors programming, food pantry operations, childcare, neighborhood improvement programs, etc. There will also be opportunities to recommend and implement other communications/outreach methods to raise the profile of the organization, such as videos, an improved website, free media, etc.</p>
<b>POSITION RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Research, record and maintain information regarding services provided by HCSC in the community</li><li>• Develop and produce timely stories for social media describing residents' experience with receiving services from HCSC</li><li>• Recommend efficient and effective communication strategies to enhance the brand of HCSC</li></ul>
<b>QUALIFICATIONS:</b>	<ul style="list-style-type: none"><li>• Good communications skills: listening, writing, engaging people</li><li>• Strong interest in community service and Cleveland neighborhoods</li><li>• Creativity in storytelling</li></ul>
<b>REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"><li>• Professional writing skills</li><li>• Experience with working on websites</li><li>• Knowledge and experience posting on social media outlets</li><li>• Some understanding of City of Cleveland neighborhoods</li></ul>
<b>LEARNING OUTCOMES:</b>	<ul style="list-style-type: none"><li>• Operations of urban neighborhood-based organizations</li><li>• City, State and Federal support services for people and businesses</li><li>• Nonprofit marketing</li><li>• Human services delivery strategies</li></ul>
<b>DAYS/TIMES NEEDED:</b>	The estimated time commitment is 20 hours per week. The in-office schedule is flexible, between 9:00 a.m. and 5:00 p.m. Some work can be done remotely.
<b>COMPENSATION/CREDIT:</b>	Unpaid. Students may seek academic credit at their own discretion.
<b>ADDITIONAL DOCUMENTS REQUIRED TO APPLY:</b>	Short writing sample – actual or fictional newsletter story regarding an urban neighborhood project
<b>HOW TO APPLY:</b>	Email cover letter, resume and writing sample to Richard Goudreau at: <a href="mailto:goudreauhcsc@gmail.com">goudreauhcsc@gmail.com</a>