**RIHousing – Communications Intern**

**What it’s all about:**

RIHousing is seeking a Communications intern to assist with various initiatives, including event planning, internal and external communications efforts, and outreach in support of our mission. The major components of this position include organizing and coordinating external outreach (marketing emails, mass communication), as well as planning and executing corporate activities (seminars, development events such as groundbreaking ceremonies and ribbon cuttings, and corporate events). **The internship will be scheduled Monday through Thursday from 8:30 am to 5:00 pm on-site.**

**What you’ll do on a daily basis:**

* Assist with day-to-day activities relating to special events, virtual and in-person meetings, and trainings
* Update the contact management database
* Provide administrative support to the Communications team
* Ensure adherence to brand style guide in agency communications
* Assist in implementing advertising efforts
* Additional duties as assigned

**What you’ll need to succeed:**

* Computer proficiency, including MS Office (Word, Excel, PowerPoint)
* Excellent organizational, time management, communication, and interpersonal skills
* Ability to work in a highly collaborative and fast-paced environment
* Take initiative and drive projects to successful completion
* Ability to take feedback and direction with strong attention to detail

Preferred Skills:

* Working knowledge of HubSpot or similar CRM platform
* Working knowledge of Google Ad or similar
* Strong proofreading and writing skills
* Basic design skills, preferably with working knowledge of Adobe Creative Suite

**Not sure if you meet all the qualifications? Let us decide!**

**Why RIHousing:**

* Mission-Driven Organization
* Dedicated Workforce
* Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2025
* Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
* PBN's Healthiest Employers of RI 2025

**RIHousing**strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs.  A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

 To achieve our mission, we:

* Offer fair, affordable, and innovative lending programs.
* Provide housing-related education to consumers and others.
* Promote and finance sensible development that builds healthy, vibrant communities.
* Provide housing grants and subsidies to Rhode Islanders with the greatest need.
* Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.

Please apply through our career site: <https://www.rihousing.com/careers/>

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