



Communications Intern

Reports to: External Relations Manager

Status: Part-time, Non-Exempt

About True Ground

True Ground Housing Partners (formerly APAH) was founded in 1989 by four families motivated to address affordable housing needs in Arlington, VA. Today, we have grown into one of the region's leading nonprofit affordable housing developers. Our rental communities provide affordable housing to more than 5,000 people in the Washington, DC Metro Region for neighbors earning between 30% and 80% of the Area Median Income (AMI). True Ground exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home.

Summary Description

True Ground is seeking a Communications Intern to support our external relations strategy. This role will assist with digital communication projects, create content for external audiences, and collaborate with different departments to support organizational storytelling. The role will gain exposure to True Ground's media strategy, corporate event planning, and target audience analysis. The ideal candidate is an undergraduate/graduate student or recent graduate with an interest in affordable housing, nonprofit communications, and inclusive communities.

Key Responsibilities

Communications:

- Create written and graphic content for monthly eNewsletter, social media, website, and promotional assets, in addition to supporting with post-campaign analysis
- Track organizational milestones to promote in partnership with External Relations Manager and other departments
- Evaluate target audiences and craft targeted messaging in partnership with External Relations Manager
- Assist with award applications for real estate projects
- Track earned media
- Promote the True Ground brand and support requests for branded assets
- Report internally on affordable housing news and industry trends
- Support real estate event planning including guest list creation, invitations, and day-of-event logistics
- Attend True Ground programs (real estate and resident services), partner events, and staff speaking engagements
- Other responsibilities as assigned

Philanthropy:

- Support annual *Celebrate Home!* Benefit by assisting with sponsor activation and event execution
- Other responsibilities as assigned

Qualifications:

- Recent graduate or current student (graduate or undergraduate) studying nonprofit management, communications, community development, urban planning, human services, or other related fields
- Strong written and verbal communication skills
- Creative problem solver
- Strong attention to detail
- Proficient in MS Office (Word, Excel, Outlook, Adobe, PowerPoint)
- Able to work in a dynamic, fast-paced setting
- Alignment with True Ground's mission of expanding affordable housing across the region and building inclusive communities

Expected Hours of Work

Typical workdays are Monday through Friday, up to 20 hours a week between the hours of 8 a.m. and 6:30 p.m., with occasional evening or weekend events. This part-time internship runs spring through summer 2025. This role is hybrid with a 50% in-person requirement.

Working Conditions/Physical Requirements

This job operates in a professional office environment. On occasion this position may work off-site at events. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is frequently required to operate a computer and other office equipment, communicate information and ideas so others will understand, observe details at close range, and will occasionally move items weighing up to 30 pounds.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned, at any time with or without notice.

Salary

\$20 per hour

Equal Opportunity Employment

True Ground offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

To apply, please submit your resume and cover letter to resumes@truegroundhousing.org. Resumes will be accepted until the position is filled.

For more information about True Ground, please visit us at <http://www.truegroundhousing.org>.