



Thurgood Marshall Hall
7805 Regents Drive
Suite 2300
College Park, MD 20742
Email: dogood@umd.edu
Web: dogood.umd.edu

Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Housing Initiative Partnership, Inc.

Address: 6525 Belcrest Road, Suite 555, Hyattsville, MD 20782

Organization Website: www.HIPhomes.org

Organization Description: Housing Initiative Partnership, Inc. (HIP) is a 35-year-old nonprofit organization that develops innovative affordable housing, revitalizes neighborhoods, and equips people to achieve their housing and financial goals. HIP's vision is that every person lives in high-quality affordable housing in a thriving community.

Position Logistics

Intern Preference: No preference

Start and End Date: Early June – August 2025.

Hours per Week: 20 hours/week

Number of Weeks: 10 weeks

Expected Daily Hours: Flexible between the hours of 9am-5pm, potential for occasional weekend or evening work.

Important Availability Dates: N/A

Location: Hybrid of in-person and remote work (2 in-person days each week)

Position Information

Core Technical Skill Set:

- Marketing - includes physical material development, brand strategizing, website editing, and search engine optimization
- Communications - includes writing, copy editing, and public speaking

General Duties and Responsibilities:

- Inventory, create and update graphics and content for HIP's marketing collateral, which includes flyers, brochures, PowerPoint presentations, invitations, and Annual Reports to support upcoming events and current outreach initiatives.
- Create and/or manipulate graphic elements (photos, logos, themes) for use in client-facing and external marketing communications and fundraising efforts. Creation of vector artwork.

- Conceptualize/design banners for digital communications such as e-blasts, website, alerts, social media sites, videos
- Create and resize advertisements to publication specifications
- Take event photography and organize, maintain online inventory
- Design and produce event and property signage (graphics, banners, posters, magnetic signs, yard signs, directional signs, etc.)
- Participate in team meetings as needed to brainstorm content and develop images in preparation for events and campaigns.

Specific Deliverable(s):

The Impact Intern will support Marketing and Communications with ongoing and new projects. Under the guidance of HIP's Director of Resources & Communications, the Impact Intern will assist with the design and production of graphic materials that meet HIP's marketing objectives while maintaining the brand strategy and established style guides.

In addition to branding, HIP's Marketing & Fundraising Department is responsible for maintaining HIP's website and social media, donor outreach, media outreach, and providing event strategy and support for the Housing Development and Housing Counseling & Services teams.

As time allows, the intern will support case study projects, including an effort to interview and profile a range of HIP clients, including homeowners and renters, and provide an overview of how HIP's programs and services helped them in achieve their housing and financial goals.

Qualifications:

- The ideal candidate has excellent time management skills, an ability to develop content through a story-telling lens. Social media experience, and website management skills using Wordpress are a plus.
- Excellent graphic design knowledge and skills working with image editing software such as Adobe creative Suite (Photoshop, Illustrator, Indesign).
- Strong organizational skills, editing skills and attention to detail

Preferences:

- Prefer experience working with Microsoft, PowerPoint, Word, and/or any preferred presentation programs.
- Have knowledge of commonly used concepts, practices, and procedures within the field along with a desire to learn, research and improve skills.
- Bilingual fluency in English and Spanish, verbal and written, is a plus for assisting with the translation of HIP collateral and potential voiceovers for video production.

Physical Demands of Position: This position may require some bending and lifting. This position may require some local travel within Prince George's or Montgomery Counties.