



EPISCOPAL HEALTH
FOUNDATION

Job Title: Congregational Engagement Intern, Spring 2021

Duration: Spring 2021, option to renew for Fall 2021

Reports to: Program Associate, Congregational Engagement

Position Summary: The Episcopal Health Foundation (EHF) is seeking an intern to support the Foundation's Congregational Engagement projects on a part-time basis. The Congregational Engagement team works with more than 150 Episcopal congregations in the Diocese of Texas to encourage their clergy and lay leaders to go beyond their church walls and into their communities to support community-engaged work in four focus areas: Mental Health, Organizing Communities, Poverty, and Racial Justice.

The intern's responsibilities will include:

Communications

- Capturing story-based case studies of congregation engagement ministries
- Contributing to the creation of social media content for the division, including website updates and the creation of stories for the bi-monthly e-Newsletter
- Helping to develop digital marketing materials for the division, including but not limited to brochures, graphics, and video ads

Program Support

- Supporting the Congregational Engagement team to implement programmatic work
- Preparing PowerPoint slides and producing or editing other presentation materials
- Assist with events and meetings as needed
- Other duties as assigned

Qualifications and Experience:

- Junior or Senior enrolled in or a recent graduate of a bachelor's degree program, or enrolled in a master's degree in public health or social sciences with an interest in advocacy, community organizing, health or health policy
- Demonstrated skills and working knowledge of Microsoft Office suite of applications, including Excel, PowerPoint and Word
- Background working or familiarity with faith-based organizations
- Strong digital communication and demonstrated social media skills
- Experience with graphic design, data presentation or visualization
- Proven ability to work independently and in a collaborative team environment
- Ability to develop good working relationships with internal staff and external stakeholders
- Ability to prioritize projects and meet deadlines and support others in doing the same
- Respect for diversity and the desire to work with diverse populations
- Ability to play well with others and contribute to the team environment

The internship will begin February 2021 and we are seeking an intern who will be able to support us for six months. The internship will also provide the unique opportunity to build relationships with and/or shadow EHF employees of different backgrounds and content expertise.

All employees are expected to comply with EHF values, EHF citizenship expectations and EHF policies and procedures. These include: taking responsibility for actions and outcomes, being a good stewardship of resources, being transparent, being a team player, producing high quality work and maintaining a high level of productivity. All employees are expected to have sound knowledge of Microsoft Office software.

Compensation:

Hourly Wage: \$15 per hour; \$20 for graduate student

Hours Per Week: 15-20 hours

About the Episcopal Health Foundation:

The Episcopal Health Foundation believes all Texans deserve to be healthy. EHF is committed to transform the health of our communities by going beyond just the doctor's office. By providing millions of dollars in grants, working with congregations and community partners, and providing important research, we're supporting solutions that address the underlying causes of poor health. EHF was established in 2013 and is based in Houston. With more than \$1.2 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works across 57 Texas counties. **#HealthNotJustHealthcare**

Interested candidates should apply online at the Episcopal Health Foundation [website](#). The position will remain open until filled.