



Job Title: Congregational Engagement Intern, Summer 2023

Duration: September 2023 – January 2024 (on-site)

Reports to: Program Associate for Congregational Engagement

Position Summary: 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 180 Episcopal congregations in the Episcopal 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, Civic Engagement, Poverty, and Racial Justice.

The intern's major projects will include:

- Capturing stories of congregations engaged in community-partnerships
- Responsible for the planning and development of social media content, particularly for the EHF Churches Facebook Group
- Developing materials for various initiatives, projects, and event promotion
- Preparing blog posts for the Congregational Engagement webpage and Congregation Connection newsletter

The intern's day-to-day responsibilities will include:

- Creating social media content for the Congregational Engagement team, including sharing Foundation communications and sourcing information from partner organizations
- Editorial drafting, including articles for the blog, reports, and other articles
- Interviewing congregational and community partners to tell stories of engagement and impact
- Partner with communications department to support the development of digital marketing materials for the division, including but not limited to brochures, infographics, flyers, and video ads
- Preparing PowerPoint slides and producing or editing other presentation materials, as needed

Program Support

- Supporting the Congregational Engagement team to implement programmatic work
- Assisting with events and meetings, as needed
- Other duties as assigned

Qualifications and Experience

- Senior enrolled in or a recent graduate of a bachelor's degree program, or enrolled in a master's degree program in communications, health communications, or journalism
- An understanding of public health, public policy, or other related social sciences disciplines is a *plus*
- Demonstrated skills and working knowledge of Microsoft Office suite of applications, including Excel, PowerPoint and Word
- Background working in or familiarity with faith-based organizations is a *plus*
- Bilingual in English and Spanish is a *plus*

- Strong written and verbal communication skills; ability to clearly and concisely exchange ideas, fact, and technical information with others
- Strong digital communication and demonstrated social media skills
- Experience with graphic design, data presentation and/or visualization
- Content and Email Management: proficiency with WordPress or similar CMS, Constant Contact, or similar email marketing tools

Ideal Characteristics:

- 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 collaborate well with others and contribute to a team environment

The internship will begin September 2023 and we are seeking an intern who will be able to support us for six months, with an option to renew. The Episcopal Health Foundation is a hybrid workplace, and the intern is required to work at the office in downtown Houston. The internship will also provide a unique opportunity to build relationships with and/or shadow EHF employees of different backgrounds and content expertise.

All interns 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 steward 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; \$25 for graduate students

Hours Per Week: 15-20 hours

About the Episcopal Health Foundation:

Episcopal Health Foundation believes all Texans deserve to be healthy. EHF is committed to transforming 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 \$1.3 billion in estimated assets, the Foundation operates as a supporting organization of the Episcopal Diocese of Texas and works across 80 Texas counties. **#HealthNotJustHealthcare**

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

Commented [GU1]: should we add that this is a Houston, in person job?

Commented [MT2R1]: It is, it says (on-site) at the top which is how it will be posted on various job board. If we need to add language around that in the body of the job description we can.