

Engagement Intern

Reports to

Congregational Engagement
Officer

Position Summary

The Episcopal Health Foundation (EHF) is seeking an intern to support the Foundation's Engagement projects on a part-time basis. The Engagement team works with 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 engagement work in the areas of Mental Health, Civic Engagement, Poverty Alleviation, and Racial Justice. The Engagement team also works with community-based organizations and select Foundation grantees to learn fundamentals, build knowledge, and develop skills on community engagement. The Intern will primarily provide communications support to the Engagement team for the division's work for internal and external stakeholders. This internship is a paid, in-person position that requires the applicant to work at our office located in Houston, TX.

Duration

Six Months (ideally Summer 2024-late Autumn 2024)

PRIMARY RESPONSIBILITIES

The intern's major projects will include:

- **Capturing** stories of community-partnered initiatives and capacity-building efforts
- **Managing** and building awareness of the work of the congregational engagement team through social media, particularly our EHF Churches Facebook group
- **Providing** support to maintain the Collaborative Registry

- 🕒 **Developing** communications materials for Engagement initiatives and programs

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

Communications

- 🕒 **Contribute** to the creation of social media content for the division, including website updates and the creation of stories for the bi-monthly e-Newsletter
- 🕒 **Assist** in developing digital marketing materials for the division, including but not limited to brochures, graphics, and videos
- 🕒 **Prepare** PowerPoint slides and other presentation materials, as needed

Program Support

- 🕒 **Support** the Engagement team to implement programmatic work
- 🕒 **Assist** with events and meetings as needed
- 🕒 Other duties as assigned

QUALIFICATIONS AND SKILLS

- 🕒 Junior or Senior enrolled in a bachelor's degree program, or enrolled in a master's degree program
- 🕒 Interested in pursuing a career in health or health policy, social sciences, community organizing, or communications
- 🕒 Strong digital communication and demonstrated social media skills
- 🕒 A willingness to work with community and faith-based organizations
- 🕒 Demonstrated skills and working knowledge of Microsoft Office suite of applications, including Excel, PowerPoint and Word
- 🕒 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 take initiative, prioritize projects and meet deadlines

This position is Houston-based and may require occasional travel within the [80 counties](#) of the Episcopal Diocese of Texas.

The internship will begin Summer 2024. We are seeking an intern who will be able to support us for at least six months, with an option to renew. The internship will also provide the 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, citizenship expectations, and 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: \$20-\$25 per hour, depending on degree status.

Hours per Week: 15-20 hour

ABOUT THE FOUNDATION

The [Episcopal Health Foundation \(EHF\)](#) believes all Texans deserve to live a healthy life - especially the poor and those with the least resources. Our public health orientation leads us to focus on upstream work that goes beyond providing healthcare services in a doctor's office and seeks to address the underlying social, economic, behavioral, and environmental causes of poor health. We are most interested in work that takes a systems approach to improve community health, which leads us to focus on creating and supporting intentional connections between and among institutions aimed at not just improving healthcare delivery but transforming the health of an entire community.

With more than \$1.2 billion in estimated assets, EHF operates as a supporting organization of the Episcopal Diocese of Texas and works to help improve the health and well-being of the 15 million people living throughout the 80-county region of the Diocese.