



Communications Intern for Engagement

Reports to

Director of Community
Engagement

Position Summary

Episcopal Health Foundation (EHF) is seeking an intern to further the Foundation's communications goals in support of Community and Congregational Engagement projects on a part-time basis. The Engagement team works with more than 180 Episcopal congregations in the Episcopal Diocese of Texas, dozens of community collaboratives, and several nonprofits to encourage clergy, lay leaders, and community leaders to support community-engaged and partnered work.

THE INTERN'S MAJOR PROJECTS WILL INCLUDE

- **Creating videos** and stories of organizations, collaboratives, and congregations with a focus on building healthy communities
- **Planning and development** of social media content, including photography, particularly for the EHF Churches Facebook Group
- **Developing materials** for various initiatives, projects, and event promotion
- **Preparing articles** for the Community and Congregational Engagement webpages

THE INTERN'S DAY-TO-DAY RESPONSIBILITIES WILL INCLUDE

- **Creating social media content** for the Foundation to highlight the work of the Engagement team, including sharing Foundation communications and sourcing information from partner organizations
- **Editorial drafting**, including articles, reports, and other articles

- **Leading key tasks for video and photography projects**, to include storyboarding, staging, filming, editing, and distribution
- **Interviewing congregational and community partners** to tell stories of engagement and impact
- **Partnering with communications department** to support the development of digital marketing materials for the team, including but not limited to brochures, infographics, flyers, and video ads
- **Collaborating with staff** from EHF's Grants and Research, Innovation and Evaluation divisions
- **Preparing slide decks** and producing or editing other presentation materials, as needed

Program Support

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

QUALIFICATIONS AND EXPERIENCE

- **Undergraduate or graduate** student currently enrolled in a bachelor's degree program, or master's degree program, or recently graduated in communications, health communications, or journalism
- **Strong digital communication** and demonstrated social media skills
- **Experience with graphic design**, data presentation, and/or visualization *a plus*
- **Content and Email Management**: proficiency with WordPress or similar CMS, Constant Contact, or similar email marketing tools
- **Demonstrated skills and experience with camera and sound equipment, editing software** (Premiere Pro)
- **Strong written and verbal communication skills**; ability to clearly and concisely exchange ideas, facts, and technical information with others
- **Background working in or familiarity with faith-based organizations** *is preferred*, but not required
- **Bilingual in English and Spanish** *is a plus*
- **An understanding of public health, public policy**, or other related social sciences disciplines *is a plus*

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 receive feedback from team members and stakeholders, persevere through multiple iterations and drafts to develop content that is of value and use to EHF

The internship will begin no later than June 2, 2026, and we are seeking an intern who will be able to support us for six months, with an option to renew. Episcopal Health Foundation is a hybrid workplace, and some in-office hours will be required. Evening or weekend hours may also be required. 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.

Any questions may be directed to Eric Moen, jobs@episcopalhealth.org.

Compensation

Hourly Wage:

\$25 per hour Undergraduate

\$30 per hour Graduate

Hours Per Week: 15-20 hours

ABOUT THE FOUNDATION

[Episcopal Health Foundation \(EHF\)](#) 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 81 Texas counties. **#HealthNotJustHealthcare**