**Job Title**
Congregational Engagement Intern

**Employer/Agency**
Episcopal Health Foundation

**Job Description**
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**
- 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.

**Salary/Hours**
Internship, $15-20 per hour

**Employer/Agency**
Episcopal Health Foundation

**City, State, Zip**
Houston, TX

**Application Method**
To Apply: [https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42252&clientkey=0BCF543C198D512457EE43FC5D7B5729](https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=42252&clientkey=0BCF543C198D512457EE43FC5D7B5729)

**Opening Date**
February 2021

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.