



Social Media and Communications Intern

Location: Houston, Texas (Mostly remote, with preference for someone based in Houston who can attend occasional in-person events)

Temp/Part-time: 8 hours/week (4 hours week of 11/20), flexible schedule

Timeline: 10/2/23-1/5/24 with week of 12/25/23 off

Pay-rate: \$1500 Stipend

Houston Leads is a diverse, non-partisan coalition of immigrant organizations committed to enhancing the protection, safety, dignity, inclusion and freedom of all immigrants living in the Houston area. Through strategic advocacy efforts, including campaigns, direct action, and community education, Houston Leads will enhance our laws and policies to decrease the incarceration and deportation of Houston's immigrant communities. Together, we call upon elected officials, businesses, faith leaders, government agencies, and the community at large to join us in our fight to build stronger, safer, cohesive communities for all, regardless of immigration status.

The Social Media and Communications Intern is a key creative content creator within the coalition team and interfaces with coalition members. The ideal applicant will possess the ability to manage multiple tasks simultaneously in a fast-paced environment. The successful candidate can effectively balance changing demands and dynamic schedules, and function under pressure within tight deadlines. Outstanding organizational and communication skills are essential. In addition, this position will communicate with member organizations' communication teams.

Responsibilities:

- Create coalition literature and other forms of communication, including sample tweets and social media post.
- Create marketing and promotional materials, both graphics and video on a regular schedule.
- Assist with the management and posting of all Houston Leads social media platforms: Facebook and Twitter to gather content for emails, and newsletters.
- Participate and attend potential Houston Leads press conferences and actions to livestream and record in our social media platform.
- Uplift Houston Leads community partners social media actions by tweeting, re-posting, etc.
- Coordinate closely with coalition members to identify and create content that is consistent messaging within the Houston Leads brand and mission.
- Compile and distribute information about Houston Leads actions and events in the form of monthly emails.

- Collect and uplift stories from community members affiliated with member organizations.
- Support with the creation of a digital fundraising plan for the coalition.

Preferred Qualifications:

- Minimum of 6 months to to 1 year of experience in marketing or content creation
- Ability to balance competing priorities and work comfortably in a fast-paced environment
- Proficiency in non-English languages
- Superb oral and written communication skills
- Willingness to learn new skills and adapt to changing timelines
- Tech savvy or ability to learn programs, such as Canva or Adobe Illustrator quickly
- Self-starter, equally comfortable working individually and within a team
- Team player with the ability to work closely with community members from diverse cultural, socioeconomic, etc. backgrounds
- Passionate about immigrant rights and social justice movements, but no previous work experience in this area required
- Based in Houston, Texas and can attend occasional in-person events

How to apply:

Applicants should send a resume and a 1-2 paragraph statement on the reasons for their interest in the positions and their relevant experience to houstonleads18@gmail.com by Monday, September 18. Please note in the email whether you are 1. applying to do the internship remotely, or 2. Are based in the Houston area and would be available for a mix of remote and some in-person meetings and events. Email-subject line should read “Social Media and Communications Intern.” *No phone calls, please.*

Equal Opportunity Employer:

Houston Leads is an equal opportunity employer. We encourage women, people of color, immigrants, people with disabilities and LGBTQ+ candidates to apply. Houston Leads, does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), immigration status, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, interns, volunteers, subcontractors, vendors, and clients.

****Please note that the Houston Immigration Services Collaborative (HILSC) is the current fiscal sponsor of the Houston Leads coalition. Note, however, that this is not a position with HILSC.****