



## HomeAid Houston Paid Marketing and Special Events Full Time / Paid Summer Intern Job Description

**Position Title:** Marketing & Special Events Summer Intern

**Title of Immediate Supervisor:** Executive Director

**Intern Responsibilities:**

### **PROJECT PLAYHOUSE**

*About the Project Playhouse fundraiser:* HomeAid Houston, a 501c3 charity sponsored by the Greater Houston Builders Association, has a mission "To build new lives for homeless families and individuals through housing and community outreach." Project Playhouse, one of the charity's major fundraising events, is in its 11<sup>th</sup> year. A GHBA builder constructs a 10' by 10' Playhouse and raffle tickets are sold at Minute Maid Park during Astros' home games in June and July and at other potential venues.

Intern responsibilities include: recruiting, organizing, training and supporting Project Playhouse volunteers at various ticket selling events, including Astros' baseball games.

The intern should also promote raffle ticket sales through email blasts, social media and weekly newsletter postings. Encourage board members to sell raffle tickets and track those sales. Prepare all materials for raffle ticket sales at Minute Maid Park, including volunteer instructions, bank bags, ticket bundles, marketing materials, etc.

Manage all ticket sales conducted via HomeAid's website and keep weekly accounting of all raffle ticket sales.

Contribute feedback during Project Playhouse debrief meeting.

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### **ADMINISTRATIVE and MARKETING**

Attend GHBA and HomeAid Houston board and committee meetings and be prepared to make presentations as needed.

Maintain the HomeAid Houston donor database.

Keep all marketing materials current as needed

Provide administrative support for HomeAid Houston staff, as needed

**Eligible interns must meet the following criteria:**

- Be enrolled as an undergraduate student
- Cannot be an immediate family member of any employee or board member of HomeAid Houston, or GHBA staff

**In addition, the intern must meet the following HomeAid Houston criteria:**

- Be available to work from June 1<sup>st</sup> until mid-August
- Attend and work at the following Houston Astros home games at Minute Maid Park: June 27 (raffle begins), June 28, June 29, June 30, July 1, July 2, July 14, July 15, July 16, July 17, July 18, July 19 (conclusion of raffle) Please be aware that a number of these games are night games.
- Have transportation and a cell phone available to be used for work purposes
- Sign a media release to allow photos to be posted on HomeAid Houston's website, The Houston Chronicle, the Houston Builder magazine, and any other media outlets which HomeAid Houston may want to use for marketing purpose
- Have all job application-related forms turned in by April 31<sup>st</sup>.
- Be available to interview in person or via Skype March 20<sup>th</sup> through April 1.

**TO APPLY:**

Applicant should send cover letter and resume to Bette Moser, Executive Director, at [bettemoser@homeaidhouston.org](mailto:bettemoser@homeaidhouston.org) or to Paige Shugart at [pshugart@homeaidhouston.org](mailto:pshugart@homeaidhouston.org) Please send your information as soon as possible, but final deadline for accepting resumes is **March 27<sup>th</sup>, 2017.**