



Job Title:	Leadership Development Internship	Department:	Administrative/Operations
Location:	Community Homeworks 810 Bryant St., Kalamazoo, Michigan	Travel Required:	Occasional/Local
Starting Salary Range:	\$12.50/hr.	Position Type:	Part-time (12-15 hrs./week) This is a paid internship! Professional development opportunities also provided.

To apply: E-mail khumes@communityhomeworks.org **Subject Line:** Leadership Development Internship Resume
Attention: Kaylen Humes, Deputy Director
 **Please include your resume

Position Summary:

Community Homeworks is a 501(c)(3) nonprofit organization whose mission is to empower our low-income neighbors to maintain safe, sustainable, and dignified homes in Kalamazoo County. This is achieved through critical home repairs and homeowner education to foster self-sufficient and successful homeowners.

Come grow with us! Community Homeworks is seeking a paid Leadership Development Intern to support our expanding organization. This is a great opportunity for someone looking to get their foot in the door in the nonprofit world! Responsibilities include:

- Assist with our Education Program (including assisting with social media).
- Assist administrative team with special projects.
- Assist our Marketing Team (including our annual campaign, signature events and community outreach opportunities).

Minimum Qualifications

- Pursuing an associate or undergraduate degree in related field.
- Candidate interested in serving at least one academic year is preferred.
- Ability to juggle multiple projects simultaneously.
- Strong organizational skills and the ability to regularly multitask.
- Desire to think creatively and implement innovative strategies.
- Excellent written and verbal communication skills.
- **Must also have a mission-driven commitment to serving low-income and at-risk families. This position requires an individual who wants to make a difference in the lives of vulnerable households and prevent housing instability for families in our community.**

Community Homeworks is an Equal Opportunity Employer.