

Marketing & Special Events 2020 Summer Internship

ABOUT HOMEAID HOUSTON

HomeAid Houston is a 501(c)(3) organization sponsored by the GHBA. We have the pleasure of building and renovating dignified transitional housing and facilities for homeless families, individuals, children, and veterans. HomeAid Houston's mission is to "build new lives for homeless families and individuals through housing and community outreach."

INTERNSHIP DETAILS

The Marketing and Special Events Intern will focus on HomeAid Houston's summer fundraiser, Project Playhouse. For the past 13 years, HomeAid Houston has partnered with a local builder to construct a playhouse to be displayed at Minute Maid Park (GO 'STROS!) and given away through a raffle drawing. Pictured above is the 2019 Project Playhouse. The intern will also assist the team with other day-to-day administrative tasks. This is a paid 8-week internship between May 11th - August 21st. The intern will work 35 hours/week, with a flexible schedule to work in the office and attend Astros home baseball games, with varying game times. Interns should be currently enrolled as an undergraduate student returning full-time as a sophomore, junior, or senior in the fall of 2020.



DUTIES INCLUDE

- Support Project Playhouse volunteers at ticket selling events, mainly home games
- Promote ticket sales through marketing materials, email blasts, social media, etc.
- Track and keep weekly accounting of all ticket sales
- Assist with sending PR packets/thank you letters to event sponsors and donors
- Attend and help coordinate team, committee, and board meetings
- Provide additional administrative support, as needed

APPLY NOW!

Send cover letter and resume to:
Emilee Proctor, Operations and Event Coordinator

eproctor@homeaidhouston.org

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