



BridgePoint Housing

Address: 3750 Hacks Cross Road, Ste. 102-317, Memphis, TN 38125

Telephone: (901) 661-7136

Email: admin@bridgepointcentermemphis.com

Position: English / Writing & Editing Intern

Company Overview:

BridgePoint Housing provides structured transitional housing and support services to individuals returning to the community. We focus on stability, accountability, and clear communication across all aspects of our program.

Job Summary:

The English Intern will support written communication, editing, and content development across the organization. This role is ideal for a strong writer who enjoys refining language, improving clarity, and ensuring professionalism in all written materials.

Responsibilities:

- Proofread and edit documents for clarity, grammar, and tone
- Assist with writing and refining emails, reports, and program materials
- Support development of website content and outreach materials
- Help standardize language across forms, policies, and documents
- Assist with creating clear, professional communication templates

Qualifications:

- Strong writing, editing, and proofreading skills
- High attention to detail
- Ability to maintain consistent tone and clarity
- Strong organizational and communication skills

Education:

- Enrolled in an English, Communications, or related degree program (required)

Benefits:

- Hands-on experience in professional writing and editing
- Opportunity to build a strong writing and editing portfolio
- Exposure to nonprofit communication and program development
- Mentorship and real-world document development experience
- Flexible scheduling based on academic commitments

To Apply:

Please scan the QR code below to submit your resume and a brief statement of interest to

admin@bridgepointcentermemphis.com

