



**Job Description**

Date:

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<b>POSITION TITLE:</b>	<b>Communications Intern</b>	<input type="checkbox"/>	<b>Exempt</b>
<b>REPORTS TO:</b>	<b>Communications and Special Projects Manager</b>	<input type="checkbox"/>	<b>Non-Exempt</b>
		<input type="checkbox"/>	<b>Full-Time or</b>
		<input checked="" type="checkbox"/>	<b>Part-Time</b>

**Summary:**

Chattanooga Neighborhood Enterprise (CNE) is a non-profit housing organization whose mission is to create economically diverse neighborhoods filled with financially empowered citizens and housing for all. CNE offers many different programs and services, such as homebuyer education and counseling, home improvement loans, affordable mortgage products, foreclosure prevention services, and affordable homes for sale and rent. Since its inception, CNE has invested in over 14,000 families, individuals and small businesses.

**Description:**

CNE seeks a dynamic, self-starter to assist marketing and communications efforts. This internship entails assisting and implementing all marketing strategies by developing various elements essential for the growth of the organization. This individual works under the Communications and Special Projects Manager and carries out several tasks to market the organization to the public. This internship is an excellent opportunity to experience various aspects of marketing while working for a well-known community based nonprofit organization.

**Essential Job Function:**

- Update and maintain CNE’s social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Update local community calendars with upcoming CNE events
- Designing flyers, graphics, evites and other marketing material for major events hosted by CNE
- Update the CNE website when needed
- Research strategies, partners and more to move the organization forward
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Other duties as needed.

## Knowledge, Skills and Abilities:

- Knowledge of marketing principles
- Understand new technologies and computer skills and applying to marketing principles
- Capable of writing reports, procedures and business correspondence
- Ability to work individually and self-driven projects
- Must be computer literate, including Internet research experience
- Demonstrate ability to solve problems, analyze systems and data and suggest appropriate solutions
- Well-built skills in organization, prioritization and time management
- Work under stress to meet project deadlines and minute attention to detail
- Attention to every information and accuracy in performance
- Highly self-motivated individual
- Desire to learn and contribute

## Physical Requirements:

	Never	Intermittent	Frequent	Continuous
<i>Endurance:</i> Sitting 6+ hours				<b>X</b>
<i>Walking:</i> 1 – 3 hours			<b>X</b>	
<i>Standing:</i> 1 – 3 hours		<b>X</b>		
<i>Climbing/Stooping/Kneeling: 1 – 3 hours</i> Physically able to bend, stoop, and climb.		<b>X</b>		
<i>Lifting/Pulling/Pushing:</i> Physically able to lift, pull, and reach 10 – 125 lbs.			<b>X</b>	
<i>Fingering/Grasping/Feeling:</i> Must have full use of hands to perform tasks.				<b>X</b>

## Work Conditions:

1. Office work environment.
2. Must be able to work during normal office hours of 8am to 5pm.
3. Valid driver's license and insured automobile.

**I understand and agree that I am able to perform the duties and responsibilities as described above, I also understand that the job description is subject to change at any time without prior notice.**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*The statements included herein are intended to describe the general nature and level of work being performed by personnel assigned to this classification. Statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

**Interested applicants should email a resume and signed job description to Ms. Jennifer Holder, Communications & Special Projects Manager at [JHolder@cneinc.org](mailto:JHolder@cneinc.org).**