

Internship Program

HousingPlus: Opening Doors for Women in Crisis

About: Sixteen years ago, HousingPlus opened its doors to six families and six single women who had been incarcerated and homeless and needed safe housing and supportive services to help get back on their own two feet. We handed each woman a key to her own apartment. The women thrived.

Early on, we adopted a “housing first” model, prioritizing access to stable housing before helping women address other goals like income, employment, and health. Today, through our suite of intensive wraparound services and in collaboration with a robust network of partners, we empower women participating in our housing programs to build a safe and stable life. Each year we serve more than 200 women and their families—veterans, those in recovery from substance abuse, and those with criminal justice histories—across seven locations in Brooklyn.

Our mission: To provide community-based housing and comprehensive services to women, including women with children, to support them in overcoming poverty, homelessness, addiction, trauma, and the effects of incarceration, in order to build lives of stability, and to define and realize goals for themselves and for their families.

Development & Communications Intern

HousingPlus’ Development and Communications team develops programmatic and organizational communications for constituents from our tenants to audiences to institutional donors and corporate partners. Each year the team has a number of internships available ideal for those interested in gaining more experience in fundraising, marketing, government relations, social media, sponsorship, and event planning. Ideal candidates are personable, highly organized, creative self-starters, enjoy speaking with the general public, are strong writers, and possess advanced skills in Microsoft Word and Excel.

Reports to: Development and Communications Manager

Responsibilities may include the following:

- Help maintain development department administrative systems, including departmental database records and electronic and hard files
- Conduct research for resource development efforts, including funder and partner briefings for foundations, government agencies, and affiliated individuals as assigned
- Assist the Manager in preparing narratives for grant reports and support materials for proposals
- Help produce acknowledgment letters for grant pledges and income and other correspondence as assigned
- Collect internal success stories from tenants to be featured in digital/print communications or used in grant proposals/reports

- Draft and plan content for digital communications, including newsletter articles and social media
- Assist in planning activities for annual fundraising gala, including collating lists, packaging and mailing invitations, monitoring RSVPs and donations, and working as support staff at event
- Assist in volunteer recruitment and volunteer event coordination, including outreach to partners, planning logistics, and staffing scheduled volunteer engagements
- Provide assistance preparing and packaging materials in advance of scheduled Board meetings
- Other duties as assigned

If you're interested in an internship with HousingPlus, please forward a resume and thoughtful cover letter to Brittnee Crawford, Development & Communications Manager at brittnee@housingplushnyc.org