

## Family Services

Empower Habitat Partner Families by engaging them in homeownership education, financial guidance, research, identify and refer local resources to clients. Seek outreach opportunities to local families that may be eligible for a Habitat home. Work with staff on family selection and support applicants as they go through the homeownership process. Review VHDA and delinquency monthly reports for the board and maintain Partner Family files.

### COMMITMENT-

Work during Business hours between 8-5pm, some weekends. Flexibility to work from home can be discussed.

### QUALIFICATIONS-

Pursuing or received degree in related field. Ability to work sensitively with diverse populations. Previous experience working with clients in a social service setting is preferred but not required

## Grant Writer / Researcher

Support Habitat secure grant funding opportunities by finding new grant opportunities, reviewing draft versions of forms, tables, budgets, and other related documents for grant submissions.

### COMMITMENT-

Work during Business hours between 8-5pm. Flexibility to work from home can be discussed.

### QUALIFICATIONS-

Attention to detail. Strong writing/editing skills, basic knowledge of Excel is preferred.

## Social Media / Marketing

Maintain the digital presence of Habitat social media platforms, regularly monitor activity, upload, edit, and archive digital images and videos. Assist development by providing marketing materials, marketing packages and input of data.

### COMMITMENT-

Work during Business hours between 8-5pm. Flexibility to work from home can be discussed.

### QUALIFICATIONS-

Attention to detail, strong communication skills. Familiarity with social media platforms.

## Interested in becoming an intern?

Contact us via email at [hr@shrhabitat.org](mailto:hr@shrhabitat.org)  
or call 837-0088