# Texas Low Income Housing Information Service

# Management Intern Job Description

**General description:**

* 15 -18 hours per week
* Flexible schedule
* Do you want to learn more about going green? TXLIHis organization is in the process of going green and becoming environmentally friendly in the workplace.

**Responsibilities:**

* Support the organization in areas such as fundraising, blog posts, website updates, housing counselor database, or housing policy work.
* Maintain office equipment

**Qualifications:**

* Pursuing BS/BA
* Prefer GPA of 3.0 or higher
* An interest in management/marketing/finance/accounting
* Excellent oral, written, and communication/presentation skills
* Computer proficiency including Excel and Word required
* Dependability, attention to detail, and willingness to learn required
* Website, computer maintenance, journalism, or fundraising experience preferred

**How to Apply:**

Send a resume to [karen@texashousing.org](mailto:karen@texashousing.org)

**About the Texas Low Income Housing Information Service**

*Founded in 1988, the Texas Low Income housing Information Service is Texas’ foremost policy organization working at intersection of housing, community development, and poverty. We assist low-income communities to provide housing, research and provide educational material, evaluate policy, and promote sound housing policy. Recent work includes a ground breaking agreement to help low-income people from the Rio Grande Valley to Southeast Texas recover from hurricanes.*