



## INTERNSHIP OPPORTUNITY

# External Relations Intern

Independent Contract Position (12-15 hours/week for the Fall, 2025 Semester)

**Organizational Background:** Merced Housing Texas' mission is to create and strengthen healthy communities by providing quality, affordable housing with supportive services for individuals, families and older adults with low incomes. We help prevent homelessness by providing Housing Stability through three programs – Multifamily Program, Owner-Occupied Repair Program and Resident/Supportive Services.

**Scope of Role:** The External Relations Intern (Independent Contractor) will work with the External Relations team to advance the organization's mission and address social injustice issues related to the Merced mission. Responsibilities are as follows. On the job training can be provided for the right candidate.

### Duties and Responsibilities:

- Data management in Neon Constituent Relationship Management System to include:
  - Data Entry: With attention to detail, enter gift, volunteer, grant and event information into database
  - Assist with setting up automated acknowledgement letters, mailing out letters, and obtaining signatures.
  - Run queries and reports as requested
  - Assist with creating new forms, letter and report templates
  - Make change-of-address updates to constituent records
- Assist with Branding and Merchandising
- Assisting in Content Creation as well as Social Media Support
- Monitor City Council & Commissioners Court Agendas.
- Assist with special events, as necessary
- Attend relevant meetings, as necessary
- Perform other duties as assigned by the Director of External Relations, Fundraising Manager, Communications Manager, Community Engagement Coordinator and/or President

### Knowledge, Skills and Abilities:

- Some college education
- Keyboarding: At least 30 WPM
- Knowledge of or experience working with a database is preferred (not required). Specialized Neon training will be provided to the right candidate.
- Experience with conducting online research

- Self-starter - ability to take initiative
- Strong organizational and time-management skills
- Strong attention to detail
- Ability to take initiative and contribute in a collaborative and cross-functional team
- Working skill set in Microsoft Word & Excel
- Respect for private and confidential information
- Ability to learn from self-paced online training
- Professional appearance and demeanor

**Physical Requirements and Other Requirements:**

- Work will be located primarily in the Merced Housing Texas office located at 120 W. Mistletoe, San Antonio, TX
- Work schedule will be co-created and set at the beginning of the semester and is flexible within the following timeframe: Tuesday, Wednesday and Thursday between the hours of 9:00 AM and 5:00 PM.
- Extensive use of computer is required - visual acuity, manual dexterity necessary to operate a computer keyboard and basic office equipment
- Mostly sitting, occasional standing bending, walking and lifting up to 30 lbs
- Successful completion of background screening

**Compensation:** \$20 per hour

**Important Notes:**

This internship is structured as a contract position. As such, the selected intern will serve as an *independent contractor* and **will not be considered an employee of Merced Housing Texas**. The position **does not include benefits**, such as health insurance, paid time off, or unemployment insurance coverage. Contractor will be responsible for all applicable tax withholdings and filings.

***If you are interested, please send your resume and letter of interest to [externalrelations@mercedhousingtexas.org](mailto:externalrelations@mercedhousingtexas.org). Please note "External Relations Intern" in the Subject line.***