



# GREATER ALBUQUERQUE HOUSING PARTNERSHIP

**Job Title:** Digital Media Intern  
**Salary Range:** \$15.00 per hour/Temporary

## Summary of Responsibilities

The Greater Albuquerque Housing Partnership (GAHP) is seeking a Digital Media Intern responsible for assisting with marketing and community relations efforts for GAHP and its properties.

## Essential Duties and Responsibilities

- Develop content for website blog and social media posts (Facebook, Instagram, YouTube, LinkedIn) for GAHP and its properties
- Develop strategies to grow audiences and engagement on social media channels
- Website maintenance to include updates, redesigns, keyword analysis, SEO optimization, and accessibility
- Monitor incoming communications on social media and review sites (i.e., Google)
- Assist property managers with access to social media sites
- Assist in creating quarterly reports for board of directors
- In coordination with the Director of Community Relations and the Enrichment Services Team, represent GAHP in the planning and execution of joint initiatives with community and neighborhood partners
- Take photos/videos during GAHP events

## Knowledge Skills and Abilities

- English/Spanish or American Sign Language (ASL) Bilingual preferred
- Flexibility to work some evenings and weekends
- Proficiency in digital marketing tools including graphic design, website, and social media
- Excellent organization and interpersonal skills
- Excellent written and verbal communication skills

## Minimum Qualifications

- High School Diploma or Equivalent

## Physical Demands and Working Conditions

Work schedule will generally be during normal business hours, with some night and weekend work. Working conditions will generally be in an interior, climate-controlled environment, with some external work. Must be able to travel to job sites. Ability to lift or move 20-40 lbs.

Submit resume and cover letter to [info@abggahp.org](mailto:info@abggahp.org)

*GAHP an Equal Opportunity Employer and does not discriminate in its service practices or employment practices with regard to race color, religion, disability, gender, sexual orientation, age, or national origin.*