



COALITION FOR
HOMELESSNESS
INTERVENTION
& PREVENTION



CHIP partners with the Indianapolis community to advance a shared vision to end homelessness by inspiring collective action and advocating for permanent housing solutions.

We work to realize a vision of an Indianapolis where everyone has a safe, stable, and affordable home and is embraced by compassionate care and an inclusive community.

Social Media & Community Engagement Intern (Spring, 2026)

Position Summary

The Social Media & Community Engagement Intern will play a key role in helping CHIP communicate its mission, strengthen community relationships, and coordinate distribution of our critical community resources - the Handbook of Help. This position is ideal for someone with strong communication skills and a passion for social media, community engagement, and equity-centered outreach.

The intern will work closely with the Communications and Engagement Manager on projects that elevate CHIP's brand, connect with our audience online, and build awareness of our programs and impact.

Essential Position Duties & Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required under this role.

Social Media & Digital Communications (75%)

- Draft, schedule, and monitor content for CHIP's social media channels (Facebook, Instagram, LinkedIn)
- Align digital content with CHIP's voice, values, and key campaigns
- Build an "evergreen content bank" of reusable graphics and captions
- Track and report engagement metrics for posts and campaigns
- Assist in drafting and formatting newsletters, announcements, and digital flyers
- Update website content related to events, news, and programs

Program Coordination: Handbook of Help (15%)

- Serve as a point person for community outreach and logistics related to the Handbook of Help
- Coordinate sponsor recognition and partner communications
- Track distribution sites and maintain an organized system for inventory and reporting
- Assist in developing marketing materials and impact stories related to the Handbook

Community Engagement & Development (10%)

- Assist with planning and logistics for events like the 2026 State of Homelessness and 2026 CHIP Celebration
- Support donor recognition through storytelling and social content
- Help with miscellaneous fundraising efforts, such as coordinating dine-to-donate events or grassroots campaigns

Critical and Demonstrable Skills

- A demonstrated passion for the organization’s mission.
- Strong written and verbal communication skills.
- Proficiency with social media platforms.
- Ability to think creatively and flexibly, bringing energy to the team.
- Passion for community and nonprofit work.
- Preferred: experience with Canva, Mailchimp, WordPress, or similar platforms.
- Proficient with Microsoft 365, willing to learn new systems as needed.

Learning Outcomes:

- Gain real-world experience in nonprofit community engagement and communications.
- Develop a deeper understanding of homelessness and housing systems in Indianapolis.
- Build a diverse portfolio of writing samples, graphics, and campaign work.
- Establish connections with local nonprofit and corporate professionals and organizations.

Work Culture and Environment

CHIP has a creative, dynamic team and is dedicated to attracting and fostering talented and diverse individuals who reflect the communities being served and the communities most impacted by homelessness. CHIP has adopted a flexible, hybrid work environment that includes remote, community-based, and in-office schedules.

Position Leader: Communications & Engagement Manager

Compensation: Hourly, Part-Time (hours negotiable, ideally 10–20 per week)

Location: Mix of On-site, Hybrid & in the community

To Apply: Send your resume and a cover letter to careers@chipindy.org

CHIP is committed to implementing an equitable and inclusive culture. Successful candidates will commit to creating and supporting an equitable and inclusive workplace, including but not limited to racial equity, accessibility for individuals with disabilities, use of gender-inclusive and person-centered language, and cultural awareness and sensitivity.

CHIP - Equal Opportunity Employee