Hábitat para la Humanidad Argentina

Hábitat para la Humanidad Argentina is a nonprofit organization that promotes access to adequate housing for the most vulnerable populations. The mission is to break the poverty cycle by offering families an opportunity to achieve, through shelter, the strength, stability, and self-reliance they need to build a better future. Through the organization’s projects, they offer families living in inadequate conditions the opportunity to manage a solution to their housing problem. The organization also promotes human and community development to ensure a sustainable solution over time. The type of solutions can be: loans to build or improve housing; technical legal assistance for self-assisted building; and regulated rents.

**Website:** hpha.org.ar  
**Sector:** Nonprofit Organization  
**Industry:** Community Engagement & Advocacy; Government & Public Policy; Law & Human and Civil Rights; Urban Planning

**Examples of possible intern roles:**

**COMMUNICATIONS INTERN**

The communications intern will carry out projects related to the following responsibilities:

- Draft content and create media assets to keep the NGO top of mind with the press, influencers, lawmakers, and prospective donors and volunteers.
- Assist in coordinating the production of campaign materials.
- Coordinate and promote public relations events and campaigns.
- Monitor and manage social media, including answering questions, creating content, analyzing trends, and resolving issues.
- Develop and proactively pitch story ideas.
- Create content for the organization’s email newsletter.
- Monitor and report on the effectiveness of the communications program.

**Suggested Spanish level:** Intermediate

**Candidate requirements:** Familiarity with social media platforms is a must. Good knowledge of design tools, such as Illustrator or Photoshop, is desired. Knowledge of video editing is not essential but is an advantage. The ideal candidate will be able to work in a small, high-performing team and will have creativity, excellent communication, and teamwork skills.

**FUNDRAISING INTERN**

The fundraising intern will carry out projects related to the following responsibilities:

- Conduct research on international cooperation funding opportunities.
• Draft reports and proposals to further improve the organization’s international cooperation outreach.
• Evaluate and design projects to be financed by international sources.
• Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
• Approach individuals, schools, universities, local authorities, shops, and commercial organizations for sponsorship and donations.
• Develop new fundraising ideas and strategies.
• Manage and participate in groups of international volunteers who travel to Argentina to build with the nonprofit’s beneficiary families for a week.
• Assist in organizing and attending fundraising events for senior donors.
• Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags.
• Manage and update databases to record donor contact and preference information.

**Suggested Spanish level:** No Spanish required

**Candidate requirements:** The ideal candidate will have strong communications skills, resourcefulness, creative thinking, a sensitivity to the needs of volunteers and donors, and a willingness to carry out a range of administrative tasks.

**PROJECT COORDINATION INTERN**

The project coordination intern will carry out projects related to the following responsibilities:

• Act as a “team-leader” in order to coordinate different groups of on-site volunteers.
• Monitor, evaluate, and record the nonprofit’s families’ construction progress, according to measurable goals.
• Help to design improvements for the organization’s design and construction procedures.
• Teach workshops for families to develop particular technical skills.
• Assist in the supervision and organization of groups of international volunteers.
• Assist in the response of crisis situations such as floods.

**Suggested Spanish level:** Intermediate

**Candidate requirements:** The ideal candidate will have very good problem-solving skills, excellent time-management skills, and solid interpersonal skills. This position is particularly well-suited for students who are architects and social workers.

**ACCOUNTING AND FINANCE INTERN**

The accounting and administration intern is part of and provides assistance to the Administration Department. The nonprofit is a transparent organization that practices the sound stewardship of resources,
which is why the objective of this position is to make the administrative procedures more efficient so that more families can be given the opportunity to address their housing situation. Responsibilities include:

- **Accounting:** Provide assistance with the migration of information to the new financial management software (SunSystem); elaborate and implement the setup of the new accounting system; assist with the reconciliation of asset, liability, revenue, and expense accounts.
- **Purchases:** Assure the efficiency of the purchases procedures by searching for suppliers, asking for quotations, analyzing and comparing current suppliers, controlling stock and previous orders.
- **Administration:** Improve administrative procedures through the composition and actualization of tutorials, documents, and forms.
- **Internal Control:** Check and control the compliance requirements of records and sensitive documentation.

**Suggested Spanish level:** Advanced  
**Candidate requirements:** Knowledge of basic principles and practices of accounting and finance. Ability to work independently and in a team. Detail oriented. Good verbal and written communication skills. Proficient in Microsoft Office applications. Strong organizational skills and administrative capabilities.

**SOCIAL WORK INTERNS**
The social work intern will carry out projects related to the following responsibilities:

- Conduct research on different social issues and draft reports/proposals in order to improve our social program
- Engage in conversation with families who participate, or used to participate, of our self-construction program
- Create surveys and interview families
- Assist the social work team in different projects

**Suggested Spanish level:** Intermediate  
**Candidate requirements:** Organization and research abilities are a must. Experience helping people in vulnerable conditions is a plus, but not mandatory. The ideal candidate will be able to work in a small, high performing team and will have creativity, excellent communication, and teamwork skills.

**PUBLIC POLICY RESEARCH INTERNS**
The public policy research intern will carry out projects related to the following responsibilities:

- Conduct research and compare and analyze information related to social renting and relevant public policies.
- Conduct research on Argentina’s rental market condition and draft reports and proposals.
- Create surveys and conduct interviews related to the department’s ongoing projects.
**Suggested Spanish level:** Advanced

**Candidate requirements:** The candidate should have excellent research skills and be confident when writing reports. The ideal candidate will be able to work in a small, high performing team and will have creativity, excellent communication, and teamwork skills.