

Community Affairs Intern

The Community Affairs Department oversees a portfolio of community revitalization, housing counseling, and single-family rehabilitation grant programs which promote and create fiscally stable households and communities. The department coordinates with external partners including units of local government, HUD-certified housing counseling agencies, nonprofit agencies, and regional planning commissions.

Responsibilities:

- Assist with the analysis of surveys and implementation of best practices for program partners/grantees.
- Assist with the collection and analysis of quantitative and qualitative data from grantees to highlight program successes and for program improvements.
- Assist with the implementation of the department's Affordable Housing Trust Fund, housing counseling, and community revitalization grant programs.
- Assist in the processing, review, approval, and submission of payments to program partners as needed.
- Assist with analyzing programmatic data and records to produce charts, tables, graphs, maps, and presentations.
- Review department policies to better understand and participate in the programmatic life cycle of the department's work.
- Perform other duties as assigned.
- Will be required to complete a special project determined by the department

Experience:

Bachelor's degree in Urban Planning, Public Administration, Finance, or related field. Needs a strong ability to prepare and analyze data. Excellent analytical, technical, research, written and verbal communications skills. Polished presentation skills. Highly organized, efficient, self-motivated, and detail oriented. Excellent computer skills, including Word, Excel, and PowerPoint. GIS mapping skills are a plus.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobid=419302&source=CC2&lang=en_US

EOE