



## EVERETT HOUSING AUTHORITY

### CLASSIFICATION/JOB DESCRIPTION

**TEMPORARY – INTERNSHIP: Up to Five (5) Positions Available**

FLSA:	NON-EXEMPT	REPORTS TO:	PROPERTY MANAGER/DIRECTOR OF HCV	UNION:
REVISED:	2/15/17	LOCATION:	WILL BE DETERMINED DEPENDING ON NEED	NONE

### SCOPE OF WORK AND FUNCTIONS

#### **SCOPE OF WORK:**

The Everett Housing Authority Internship is designed to provide recent graduates or graduate students with the opportunity to prepare for a career in affordable housing program management. Interns will be assigned to a property group or the Housing Choice Voucher Program to learn core elements of subsidized housing programs. Over a period of six to 12 months, the interns will progressively add to their knowledge base so that they would be qualified to accept an entry-level or above full-time position by the end of their internship and begin a career path in affordable housing. Interns will work at least three days a week, 20 hours per week and will have the opportunity to live rent-free in a senior housing property in exchange for minimal services to the building where they live.

#### **STIPEND:**

\$1,000 per month plus housing (if available and desired).

#### **TASKS AND RESPONSIBILITIES:**

*The following duties are illustrative only (i.e. not all inclusive)*

1. Learn how to use Yardi housing management software applications.
2. Learn how to distinguish between various affordable housing programs offered by the Everett Housing Authority.
3. Learn how to interview applicants or program participants to gather and collect information needed for successful program participation.
4. Learn how to calculate household income for purposes of rent calculation or subsidy determination.
5. Learn how to determine applicable utility allowances and adjustments to income.
6. Learn how to accurately calculate rent and/or subsidy.
7. Learn how to determine eligibility for different programs.
8. Learn property management functions, including property/unit inspections protocols, lease enforcement tasks, etc.
9. Learn how to use financial reports to analyze property/program financial performance.
10. Conduct surveys and focus groups to gather information.

11. Learn to use analytical skills and tools to assist in policy development or performance measurement.
12. Successfully complete one online housing program certification course (to be determined by supervisor).

<b>MINIMUM REQUIREMENTS</b>
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**REQUIRED EDUCATION AND EXPERIENCE:**

Associates or Bachelor Degree in a field that is relevant to service in a nonprofit environment.

**REQUIRED KNOWLEDGE OF/SKILL IN:**

Microsoft/365 Office Applications, including proficiency in Word, Excel, and PowerPoint.

**REQUIRED ABILITY TO:**

- Work professionally and courteously with clients, vendors, co-workers and the public;
- Follow oral and written instructions correctly;
- Understand, read, speak and write English fluently.

<b>PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS</b>		
<b>CONSTANT</b>	<b>FREQUENT</b>	<b>OCCASIONAL</b>
Sit for extended periods of time Manual dexterity (Left, Right, Both)	Walking and standing (LRB) Repetitive arm/hand movement (LRB)	Kneeling and squatting Reaching above shoulders (LRB)
Speaking, listening and seeing Arm and hand movement (LRB) Finger manipulation (LRB) Lifting and carrying 5# (LRB)	Climbing stairs (LRB) Bending and twisting at waist Lifting and carrying 10# (LRB) Pushing and Pulling 10# (LRB)	Operating Foot Controls (LRB) Lifting and carrying 20# (LRB) Pushing and pulling 20# (LRB)
Pushing and pulling 5# (LRB)	Reaching and Grasping (LRB)	

<b>REQUIRED PROFICIENCY IN USE OF:</b>		
Laptop computer Telephone and cell phone LED Projector Video Camera	MS Outlook Motor Vehicle MS Word Still camera	Copy Machines MS PowerPoint Printer MS Excel

**LICENSES AND OTHER REQUIREMENTS:**

- Must possess valid Washington Driver’s License with no moving violations in the past three years.

<b>ADDITIONAL (DESIRABLE) QUALIFICATIONS:</b>
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- Fluency in Russian, Ukrainian, Vietnamese, Arabic or Spanish language.

**HOW TO APPLY:** Visit our website [www.evha.org](http://www.evha.org) or [Click Here to Apply](#)