CITY FIRST ENTERPRISES INTERNSHIP PROGRAM
City First Homes Program Intern

Internship Snapshot
♦ Fall/Spring/Summer  ♦ Temporary  ♦ Unpaid
♦ Not Benefits eligible  ♦ Part Time (minimum 20 hrs/wk)

Duties and Responsibilities
The Program Intern will provide support to CFE/CFH Staff by doing research as well as other tasks on a variety of projects dealing with housing development, housing policy, and/or housing advocacy.

Duties and responsibilities are encapsulated in three main areas:

Research & Outreach
▪ Research current local and federal regulations
▪ Outreach to key stakeholders
▪ Database Management (checking and entering data, updating and maintaining databases)

General Administration and Clerical Duties
▪ Making phone calls
▪ Reviewing and organizing files and records
▪ Making copies, sending emails and faxes, etc.
▪ Organizing and scheduling appointments, coordinating meetings
▪ Reviewing files and records to answer requests for information
▪ Maintaining filing systems
▪ Photocopying, scanning and faxing
▪ Preparing and sending outgoing mailings and packages
▪ Typing documents and correspondence
▪ Monitoring and ordering inventory of office supplies
▪ Keeping office area neat and tidy

In addition, the Program Intern is responsible for all other duties as assigned. Responsibilities will vary based on specific program needs during the term of the internship and the candidate’s background and interests.
Qualifications

- Bachelors or Masters in Community Development, Urban Planning, Political Science, Sustainable Enterprise, or other related field (currently enrolled students are encouraged to apply)
- Passion for our mission and work
- Excellent organizational, problem-solving and data gathering skills and strong comfort with research and analysis
- Ability to be proactive and demonstrate initiative; high comfort working independently and as part of a team
- Ability to prioritize, plan ahead and anticipate work that needs to be done
- Strong work ethic, "can-do" spirit, and willingness to work longer hours as circumstances require.
- Flexibility and resourcefulness; adaptability to changing needs and demands
- Excellent written and oral communication skills, including comfort with making presentations
- High level of proficiency with Microsoft Word, Excel, PowerPoint, and Outlook, and deep understanding of social media and comfort with technology
- Familiarity with Salesforce is a plus.