

The Opportunity

- The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in moving from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.
- BRHP seeks an Intern for the summer who cares about providing the best program services to low-income families. Duties will include program analysis and evaluation, report processing, policy research, and operational support. The Intern will work closely with the Program Compliance Director and Senior Policy and Program Manager.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Intern position. This is not a complete listing of all responsibilities, duties, or skills required. Duties and Responsibilities could include:

- Assist with priority projects/initiatives pertinent to the agency including revising assessment questions and drafting and managing external stakeholder surveys and results
- Update BRHP list of resources for applicants and participants
- Draft content for social media and newsletters
- Review existing organizational processes, analyze alternative processes, and present written recommendations for improvements
- Assist in updating workshop content
- Assist in drafting standard operating procedures
- Support the day-to-day tasks in office as needed
- Assist with data compiling and analysis
- Draft reports based on analysis
- Perform other duties as assigned

General Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new process with an ability to manage change
- Track record of reliable attendance and punctuality
- Strong work ethic
- Strong writing, communication, organization, and presentation skills
- Ability to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population
- Business casual dress

Intern Required Knowledge & Skills

- Ability to understand BRHP's policies and procedures
- Excellent written and oral communication skills
- Exceptional customer care skills
- Proficiency with spreadsheet/presentation software such as Microsoft Office suite
- Careful attention to detail

Qualifications

- Current enrollment in an accredited institution pursuing a Bachelor of Arts or Sciences degree, or a post-graduate degree in Public Administration, Social Science, Economics, Statistics, Urban Planning, Geography or a closely related field

How to Apply

- Submit a cover letter tailored to the Intern opportunity and resume to resumes@brhp.org.
- For more information the Baltimore Regional Housing Partnership, visit www.brhp.org
- Job Type: Temporary, 10 weeks
- 35 hours per week starting June 17, 2019
- Salary: \$18/hour