



## **Resident Services Intern**

APAH is a fast-growing, award-winning, non-profit affordable housing developer. APAH's mission is to develop, preserve, own and advocate for quality affordable housing and to promote opportunity for our residents through partnerships and programs. APAH is looking for an APAH Intern to join our high performing Resident Services Team this summer. This is an 8 week internship that can be completed anytime between June 1<sup>st</sup> and August 31<sup>st</sup>.

### **Summary Description**

The Resident Services Team is responsible for promoting resident self-sufficiency by helping residents navigate partner agencies, identify resources in the community, and leverage program support. APAH's Resident Services Program focuses on four main pillars: financial stability, workforce development, education, and health and wellness.

The APAH Intern's time is dedicated to assisting the Resident Services Team with resident programs and various administrative tasks. The Resident Intern will take the lead on organizing and executing programming as well as assisting with regular and special summer programs, including resident outreach.

### **Responsibilities**

#### **Resident Programs**

- Participate in the planning and implementation of the summer socials, backpack drive, and other large-scale events.
- Conduct outreach to residents by promoting evening classes/programs, workshops and special events through flyers and phone calls
- Assist with food distribution during weekly Arlington Food Assistance Center (AFAC) deliveries and additional hot meal distributions through La Cocina.
- Facilitate logistics for regularly scheduled and special programs, including room set up, provision of food and childcare when needed, clear communication with partners and attendees.

#### **General & Admin Responsibilities**

- Update lists, input data and manage form tracking
- Create flyers and other marketing or promotions related material
- Document resident outcomes and stories for social media and other platforms
- Occasionally cover APAH's front desk and assist with general office duties
- Other duties and responsibilities as Resident Services Team may assign

## **Qualifications**

Required knowledge, skills and abilities the candidate must have to perform this position.

- High school diploma, GED or equivalent professional experience
- Proficiency in Microsoft Office with an emphasis on Word, Outlook, and basic Excel
- Proficient with social media platforms such as Twitter, Facebook
- Experience with data entry and strong attention to detail
- A car and valid driver's license is required. Parking is provided.
- Outgoing, with strong communication skills, empathetic, good sense of humor and team spirit

## **Salary**

\$7.25 per hour. The APAH Intern should anticipate working 40 hours/week (Monday-Thursday, sometime between 11am-6pm with some evening programs/events).

## **Equal Opportunity Employment**

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

## **How to Apply**

Please submit your resume and a thoughtful cover letter to [aelborno@apah.org](mailto:aelborno@apah.org). Resumes will be accepted until the position is filled, but priority consideration will be given to resumes received by 5:00pm on May 3, 2019.