



Resident Summer 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 Resident Intern to join our high performing Resident Services Team this summer.

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 Resident 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 assigned

Qualifications

- Proficiency in Microsoft Office with an emphasis on Word, Outlook, and basic Excel
- Ability to organize and support resident events
- Experience with data entry and strong attention to detail
- Outgoing and empathetic, with strong communication skills and a good sense of humor
- Support for the APAH mission of providing affordable housing and improving the lives of residents a must
- Access to a vehicle preferred

Salary

\$15 per hour. This is a full time, temporary position lasting 8-10 weeks over the summer of 2020. Work hours will not exceed 40 hours per week.

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 cover letter to resumes@apah.org.