



Resident Services Intern

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH's mission is to develop, preserve and own quality affordable places to live; to promote stability and opportunity for our residents; and, to advocate with the people and communities we serve. APAH's Resident Services Program promotes opportunity and independence for APAH residents through a combination of strategic programming and community partnerships, focused on housing stability, economic development and mobility, health and wellness, and population-specific services.

Applicants must be a current undergraduate student with a demonstrated interest in affordable housing, human services, social work or a related field. As an organization, APAH is dedicated to improving the participation of diverse and underrepresented groups in non-profit industries. We strongly encourage members of these underrepresented groups and candidates with lived experience in affordable housing, unstable housing or homelessness to apply for this internship.

Highlights of the Internship will include:

- Participate in the planning and implementation of summer socials, APAH's annual Ready to Learn Initiative, 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.
- 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.
- Other duties as assigned.

The ideal candidate is:

- Studying human services, social work or other related fields
- Proficient in Microsoft Office with an emphasis on Word, Outlook and Excel
- A conscientious, curious and well organized self-starter
- Able to work in a dynamic, fast paced setting with flexibility and creativity
- Outgoing, with strong communication skills, empathetic, good sense of humor and team oriented
- Appreciative of the mission of affordable housing
- Regular access to a vehicle is required to support resident programming across our Arlington portfolio

The internship runs eight to ten weeks. Typical workdays are in-person, Monday through Friday, 40 hours per week between the hours of 10:00 a.m. and 6:30 p.m.

Salary: \$20 per hour

Full COVID-19 vaccination required. Intern must receive two shots of the Moderna or Pfizer vaccines or one shot of the Janssen vaccine prior to the first day of internship.

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.

To apply, please submit your resume and cover letter to resumes@apah.org.