Housing Technical Assistance Intern

Reports to: Rosemary Fagrelius
Date: September 13, 2010

PROJECT DESCRIPTION

The Minnesota Housing Partnership is seeking a Housing Development Intern to advance affordable housing technical assistance provided to various governmental and/or non-profit organizations that own or develop affordable housing. The intern will work directly with MHP’s technical assistance team working on an array of activities.

Duties may include: developing a resource library (online and also hard copy) which includes updated information on various funding resources, HUD webinars, training materials and other background research that will be used to advance affordable housing technical assistance given to various governmental and/or non-profit organizations that own or develop affordable housing. Other administrative duties may be assigned as required. This position is appropriate for a detail-oriented student, who can work independently and has a diverse housing interest or background.

This part-time position (up to 10 hours/week) is for Fall, 2010 with the possibility of extension, contingent upon satisfactory performance. Internship may be paid, unpaid, or for university credit, depending on agency ability to fund intern.

JOB QUALIFICATIONS

1. Excellent written and verbal communication skills.
2. Experience and comfort in working with diverse individuals and groups, from community organizations to local leaders.
3. Educational focus or experience in housing or community work strongly preferred.
4. Ability to work independently as well as in a team setting.
5. Attention to detail and ability to do careful record keeping.
6. Strong research and analytical skills.
7. Strong computer skills; database experience preferred. Some HTML preferred.
8. Strong educational interest in affordable housing preferred.

ABOUT THE ORGANIZATION:

Minnesota Housing Partnership (MHP) is a nonprofit organization that provides a comprehensive array of resources that help local organizations, businesses, communities, and elected officials in Minnesota create homes for all. MHP’s activities include policy advocacy, research, technical assistance, and financial tools and support to create and maintain affordable housing across the state of Minnesota.

HOW TO APPLY:

To apply, send a cover letter, resume and details about availability, course requirements, and salary requirements (if applicable) to: Leigh Rosenberg, Minnesota Housing Partnership by email to lrosenberg@mhponline.org, by mail to 2446 University Ave. W., Suite 140, St. Paul, MN 55114, or by fax to 651 649-1725. Phone: 651 925-5543.