VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
Partners for Better Communities

Internship Opportunity

Housing Program Assistant Intern
This short-term internship position (between 4 to 12 months) is ideally suited for an undergraduate or graduate student seeking experience in public administration or the housing field.

Location: **Department of Housing & Community Development**
Main Street Centre
600 E. Main Street, Suite 300
Richmond, VA 23219

Salary: **$10.00/hr, flexible schedule (approximately 20 hours a week)**

Please submit resumes by February 14, 2011

Duties and Responsibilities:
This position will assist in the timely completion of regular division activities. Duties include assisting in the coordination and facilitation with stakeholder groups, assisting with reporting requirements and data entry, assisting with data collection and analysis; assisting in compliance and monitoring analysis; and responding to client inquires and referrals.

Qualifications:
Undergraduate or graduate student with a minimum of a 3.0 GPA on a 4.0 scale. Applicants must have strong organizational and analytical skills and ability to work independently, as well as in a team setting. Applicants should have working knowledge of word processing, spreadsheet, presentation and graphics software. An understanding of homeless and affordable housing programs helpful.

To Apply:
Please submit a resume listing relevant education and/or experience, and transcripts* (unofficial transcripts are acceptable) to:

Tracy Smithers (tracy.smithers@dhcd.virginia.gov)
Human Resource Manager
Main Street Centre
600 E. Main Street, Suite 300
Richmond, VA 23219

Questions?
Contact Tracy Smithers tracy.smithers@dhcd.virginia.gov or 804-371-7004.

*Official transcripts will be required if selected for the position.