



STUDENT INTERN OPPORTUNITY WITH THE HOUSING AUTHORITY OF MARICOPA COUNTY

Position Title: Housing Programs Assistant (INTERN)
Location Address: 8910 N. 78th Avenue, Peoria, AZ. 85345
Paid Placement: \$12.50 per hour
Position Type: Temporary – minimum 20 hours per week
Apply: Applicants may attach resume to application when applying online at www.maricopahousing.org. Required background check, drug screen, and successful E-Verify employment eligibility verification. Position open until filled.

The Housing Authority of Maricopa County (HAMC) is looking for a student intern or recent graduate who would enjoy or could benefit from a temporary work assignment to assist the Executive Director, Administrator and Asset Management in developing and implementing plans and services in support of the development, operation, and maintenance of affordable housing programs and customers (*See representative summary of duties and responsibilities below*).

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Required Qualifications:

Internship is available to recent graduates and students seeking a bachelor's degree in business or public administration, urban development, real estate, finance, social work, or related field. For student applicants, two years of college course completion preferred.

Desired Skills and Experience:

Skilled in researching the Internet and use of the Microsoft Office suite. Ability to analyze and interpret financial, policy, or program documents and prepare written reports. Ability to work under pressure of deadlines. Ability to establish and maintain cooperative working relationships with employees, customer, officials, and with other agencies.

Below is a representative summary of ongoing projects, duties and responsibilities in which this position may be required to participate. Incumbent may also be asked to perform other additional, position-specific tasks.

- Assist in work with various funding and financing sources to improve current assets and improve operational efficiencies. Sources may include capital improvement funds, energy performance contracts, public or private funding/financing sources, project based vouchers, rental assistance, public housing units, and any other combination of sources to create or improve affordable housing options for the housing authority.
- Assist in the performance of case management for Housing Choice Voucher (HCV) clients, including verification of participant's eligibility, intake briefings, reviews information and calculations with applicants/participants, and responds to questions and inquiries.
- Assist in providing case management services to assist HAMC clients in becoming independent of public assistance programs through the HUD Family Self-Sufficient (FSS) Program.
- Assist in all phases of property management and maintenance of an affordable low income housing property.
- Other related duties as assigned.

Work Environment:

Work is performed in an office environment.

Equipment and Tools Utilized:

Personal computer and standard office equipment.