

-Vacancy Announcement -

The Housing and Community Development Authority is accepting resumes for a Community Services Intern in our Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Katie Dailey at kdailey@spd.IN.gov with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 587719 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

This position is housed in IHEDA's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

**Community Services Block Grant
Indiana Community Needs Assessment
Internship Opportunity**

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

CSBG Overview: The Community Services Block Grant (or CSBG) is a federal block grant that is designed to assist community action agencies with alleviating the causes and conditions of poverty in communities at or below one hundred twenty-five percent (125%) of the federal poverty level.

Community Needs Assessment: According 676A of the CSBG Act, the state, as well as eligible entities receiving CSBG funds, are required to conduct a community needs assessments. The goals of the community needs assessment are two-fold: 1) to identify the current state of low income families and 2) to identify gaps in services for low income families within local communities. Community action agencies will use these needs assessments to determine if their current programs are meeting the needs of their clients, identify new program or projects, or identify potential partnership opportunities.

Duties of the Intern: The intern for the Community Needs Assessment Project will complete the following task associated with the research:

- Analyze various types of community needs assessment and develop a template for the Indiana project
- Collect and analyze data from the 2010-2013 CSBG Information Systems Surveys
- Research and report trends between funding, services provided, and clients served
- Oversee activities associated with the Ad Hoc committee for the project

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research