The Housing and Community Development Authority is accepting resumes for a Summer Intern position – Continuum of Care

To be considered for this position, applicants must:

E-mail a resume and cover letter to Jill Robertson at JiRobertson@ihcda.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 606256 via the state’s job bank at www.IN.gov/spd. To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA’s Indianapolis headquarters and applications are being accepted February 24, 2017

Please see next page for job description.
Summer Intern Job Description

Agency: The Indiana Housing and Community Development Authority

Job Title: Summer Intern – Community Services--Continuum of Care for Homeless populations

Reports to: Director of Community Services

Effective Date: May 2017

Summary: The Community Services intern serves as part of a team which provides funding and program management for the organizations serving persons experiencing homelessness in the Indiana Balance of State Continuum of Care (CoC). See http://www.indianabos.org/coc for more information about the CoC.

Programs supporting this endeavor include Emergency Solutions Grant (ESG), Permanent Supportive Housing (PSH), Housing Opportunities for Persons with AIDS (HOPWA), Tenant Based Rental Assistance and Homeless Management Information System (HMIS). The goal of the CoC and the entire Community Services Department is to make homelessness short lived and rare.

Specific projects for the Community Services—Continuum of Care Intern include:

- Review and update content on the CoC web site (http://www.indianabos.org/coc) and communication tools with internal and external partners.
- Assist Community Services program staff with CoC continued efforts to rebalance the homeless assistance system via the Rebalancing Analysis.
- Develop a training day for all the CoC including securing the venue and specific content of the event.
- Work with the Community Services staff to develop dynamic training for the CoC Board.
- Assist with the development of a board recruitment and succession plan.
- Assist the staff to ensure the goals established in the previous NOFA are being met.
- Assist with training and recruitment of the regional chairs for the CoC.
- Work with the Director and team to develop a communication tool/system/plan to inform and solicit feedback from the CoC members.

Summer interns are exposed to a variety of agency activities and typically have a focus area in which they are assigned. Interns complete specific projects and tasks within that focus area, as well as assist with general office work such as responding to customer and constituent inquiries, meeting preparations, research, etc.