

Title: Affordable Housing Outreach Intern

Description:

The Housing Search & Advocacy Program is seeking an intern to help with developing systems to increase usage and access of affordable housing resources for low- and moderate-income households and their care teams. Supervised by the Housing Search Coordinator, this internship will primarily be focused researching affordable housing opportunities, outreaching to properties in Massachusetts, maintaining an up-to-date database of these opportunities, and undertaking a project aimed at developing an online system to organize housing applications for increased access and usage for eligible populations. This is an exciting opportunity for anyone interested in gaining experience working within social justice, harm reduction, and public health programs while developing communication and organizational strategies to increase access to affordable housing.

All ethnicities, gender identifications, backgrounds, etc. are encouraged to apply.

Projects and Learning Outcomes:

1. Gain experience in newsletter and blog writing by assisting with weekly tasks to update the Housing Search & Advocacy Program's blog and newsletter with relevant information on affordable housing opportunities. Through this project, intern will become proficient in WordPress and Microsoft Publisher.
2. Gain experience conducting telephone and e-mail outreach to affordable housing properties, including maintaining, updating, and expanding the housing search system maintained by the Housing Search & Advocacy Program. Through this project, the intern will gain experience using web-based case management database to track outreach.
3. Lead a project aimed at creating a web-based platform to share affordable housing applications directly with internal and external case managers, social workers, and community health workers with the end goal of increasing access to affordable housing for low- and moderate-income households in Massachusetts.
4. Lead a project of creating fact sheets and resource guides summarizing changes in local, state, and federal policies with regards to accessing affordable housing in Massachusetts.

Preferred Qualifications:

- Familiarity with Microsoft Office, WordPress, and Google Drive.
- Enrolled in a college degree program, pursuing a degree in a related field.
- Strong attention to detail, excellent communication and customer service skills, and able to work both independently and as a part of the team.
- Familiarity with HIV/AIDS, housing, and social issues affecting underserved populations within the Greater Boston area, preferred.

Physical Requirements:

Ability to meet the following physical requirements with or without reasonable accommodations:

- Sit at a computer station for extended periods of time
- Ability to keyboard for extended periods of time
- At times, you may be asked to push carts and or lift boxes not exceeding 25 lbs.

Schedule and Compensation:

- Part-time internship between 15-20 hours per week, during the summer months (beginning late-May and ending in August). Flexible schedule between 9am-5pm.
- Applicant must earn school or academic credit, or secure funding from an external source such as their University or non-profit/foundation.

Desired Majors: Liberal Arts, Human Services, Social Science, Political Science, Public Health, or related field

Location:

75 Amory Street
Boston, MA 02119

How to Apply:

Please send a resume and cover letter to:
Mike Parello, Housing Search Coordinator

mparello@fenwayhealth.org

Agency Description:

AIDS Action is New England's largest provider of services to people living with HIV/AIDS and populations at risk of infection. AIDS Action leads the state's Getting To Zero Coalition, which seeks to reduce the number of HIV infections to zero and operates a needle exchange that serves as an entry point to healthcare services for active substance users. In 2013, AIDS Action became a part of Fenway Health, which works to make life healthier for the people in our neighborhoods, the LGBT community, people living active substance users. In 2013, AIDS Action became a part of Fenway Health, which works to make life healthier for the people in our neighborhoods, the LGBT community, people living with HIV/AIDS and the broader population.