WATERBURY DEVELOPMENT CORPORATION

Job Title: Community Development & Fair Housing Intern

Summary: As a Community Development & Fair Housing Intern with the WDC team, you will be assisting our Project Managers & Fair Housing Officer in the planning and implementation of various community and economic development projects large and small. This internship is unpaid, but has the opportunity to receive college credit for time.

Essential Duties & Responsibilities:

- Assist in community development efforts
- Research funding opportunities for the WDC and the City
- Assist in grant preparation and writing
- Assist Fair Housing Officer with City's relocation efforts
    - Provide Administrative Support to the Fair Housing Officer
    - Become an expert in the Uniform Relocation Assistance Act
    - Maintain demolition and relocation liens
    - Learn the process of placing and removing liens on properties
    - Counsel URAA tenants on program requirements and compliance under the supervision of the Fair Housing Officer
    - Attend Neighborhood Blight Meetings (maintaining COVID requirements)
- Learn to manage relationships with clients and stakeholders
- Learn to create and maintain comprehensive project and case documentation

General Requirements

- Currently enrolled in an Undergraduate or Graduate program in a related major (Business Administration, Public Administration, Urban & Community Studies, Psychology/Human Services, English, General Studies)
- Proficiency in Microsoft Office Suites
- Ability to make deadlines in a timely and efficient manner
- Ability to work well with others and take directions
- Effective oral and written communication
- Ability to report regularly and on-time
- Self-directed, willing to take initiative, and detail-oriented

Time Commitment

- 10-20 hours per week, 2-3 days a week (Flexible)
- 120 hours overall per semester in order to receive credit
- Summer, Fall, Winter, Spring Semesters accepted
- Preference will be given to those who can commit to a minimum of 10 weeks of service
- Work will be completed during WDC's office hours, Mon.-Fri. 8:30am to 4:30pm
- Holidays Exempt

Training & Supervision

WDC's Operations Manager will provide office training. WDC's Project Managers/Fair Housing Officer will provide internship-related training.

Application Requirements

- Students applying must have one year of core classes completed
- Students must currently be enrolled in an undergraduate or graduate program in a related major (Business Administration, Public Administration, Urban & Community Studies, Psychology/Human Services, English, General Studies)
- Proof of enrollment in an education institution from a Student Advisor or University's Office of Admissions required
- Student Resume with Cover Letter

How to Apply

- Submit Cover Letter and Resume via e-mail to goewey@wdconline.org and include "Community Development & Fair Housing Intern" as the subject line.

For more information regarding the Waterbury Development Corporation, please visit our website: www.wdconline.org