



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION



www.yndc.org



330.480.0423



820 Canfield Road, Youngstown, Ohio 44511

Housing Intern Job Description

Title:	Housing Intern
Work Schedule:	Part time, 20 hours per week
Compensation:	\$15 per hour

Under the supervision of the Housing Director, the Housing Intern will assist with housing programming. Internship will include both office and field work.

SKILLS/QUALIFICATIONS

1. Must have valid driver's license and reliable personal vehicle.
2. Pursuing bachelor's degree in business, social work, or related field preferred but not required.
3. Excellent written/oral communication skills and ability to utilize new technologies for communication.
4. Ability to work with contractors, program clients, and neighborhood residents.
5. Ability to follow systems, processes, and protocols to EXACT specifications.
6. Experience using Adobe Reader and Microsoft Office: Excel and Word.
7. Experience using Google functions, specifically Gmail, Calendar, Docs, and Sheets.
8. High level of organization and detail.
9. Ability to proactively solve problems with sound judgment and intuition.
10. Ability to work independently of and in collaboration with other staff of the organization.

RESPONSIBILITIES

1. Assist in implementing YNDC's housing programming, including processing client applications, project coordination, and data entry.
2. Maintain program, project, and client files in compliance with applicable regulations.
3. Report regularly and maintain clear communication with the Housing Program Assistant, Operations Assistant, and Housing Director.
4. All other tasks as assigned.

To apply, please send cover letter and resume to info@yndc.org – Attention: Tiffany Sokol
NO PHONE CALLS PLEASE.

YNDC IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.



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Youngstown Neighborhood
Development Corporation



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