



Internship Job Announcement for Summer 2019

March 22, 2019

The Housing Authority of the County of San Joaquin is pleased to announce the availability of internship opportunities in various areas for the summer of 2019. Interns will have the opportunity to work in various departments such as Development, Housing Choice Voucher Program, Asset Management, Accounting, Information Technology, and Construction. Interns will have the opportunity to work with a team of professionals dedicated to working on affordable housing solutions in an agency that has been providing a range of housing assistance to low-income individuals and families for nearly 70 years.

Projects and Assignments:

- Assignments will include hands-on experience in the following projects and areas:
- Public Agency Accounting-including HUD documentation
- Development of affordable housing projects-regulatory issues
- Asset management-operating Public Housing sites
- Information Technology efforts for applicants and residents of affordable housing
- Construction and rehabilitation of affordable housing

Qualifications:

- Interest in affordable housing administration, community development, developing and rehabilitation of housing projects.
- Ability of work with a variety of individuals, good interpersonal skills
- Excellent research and analytical skills
- Excellent oral and written communication skills
- Strong computer skills, including Microsoft word, Excel, PowerPoint, and/or Microsoft Project
- Candidate must be able to report to the Housing Authority office
- Open to current college students as well as college bound seniors (18 years of age by start of internship)

Compensation:

- \$12.00 to \$17.00, 24-36 hours per week

Internship Period:

- 6-12 week period (flexible start dates available)

To Apply:

Interested applicants may apply by emailing and letter of interest and a resume no later than 5pm on Monday, April 15, 2019. Interviews will be scheduled in early May. Please address submissions to: Nancy E. Glossa, Human Resources Manager, nglossa@hacsj.com

