

**City of Ashland
Housing Authority**

319 Chapple Avenue
Ashland, WI 54806
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www.cityofashlandhousing.org



Bay Tower Apartments
Bay Haven Apartments
Bay Ridge Apartments
Bay Terrace Apartments
Forty-Five Family Homes



This institution is an equal opportunity
provider and employer



PUBLIC HOUSING POLICY INTERN

Position Type: Part-time Student Internship
Location: Ashland, WI
Internship Starts: Week of January 8, 2019

Overview

The Public Housing Policy Intern is a part-time position offered for college credit that reports to the Executive Director of the City of Ashland Housing Authority. The Public Housing Policy Intern supports the City of Ashland Housing Authority administration and Board of Commissioners by reviewing and revising organizational policies. Through the internship, the student will gain a broad overview of the services provided by Public Housing Authorities and gain extensive experience in developing policies to comply with Federal Regulations. The ideal candidate will be one that is motivated to work independently and is highly attentive to details. The weekly time commitment is negotiable with the best candidate.

Responsibilities

- 1) Create a database of required policies for Public Housing Authorities
- 2) Compare the database with existing City of Ashland Housing Authority Policies
- 3) Work with the Executive Director and Assistant Director to review and revise policies. May include:
 - a. Procurement Policy
 - b. Administrative Plan for Section 8 Program
 - c. Personnel Policy
 - d. Administrative and Continued Occupancy Policy
- 4) Work with Executive Director and Assistant Director To Revise Tenant Documents. May include:
 - a. Tenant Lease
 - b. Tenant Application
- 5) Participate in Board of Commissioners Meeting to Present Updates of Work
- 6) Work alongside Ashland Housing Authority staff to learn more about the organization's services

Essential Job Functions

- Proficient in Microsoft Office programs, especially Excel and Word
- Strong writing skills
- Ability to work both independently and as part of a team
- Ability to follow through on commitments and projects

Additional Optional Qualifications

- Interest in working within the public sector, ideally in public housing

Working Conditions

- Carrying equipment, up to 15 lbs.
- Ability to sit for extended periods of time
- Available for work between the hours of 8 am and 4 pm Monday through Friday
- Intern is required to sign a copy of the City of Ashland Housing Authorities Privacy Policy

Credits

Northland College will determine the appropriate number of credits for the commitment made. Depending on the number of hours the student can commit. A minimum of six (6) hours per week is required, the maximum is negotiable.

Equal Opportunity

As an affirmative action employer, the City of Ashland Housing Authority (AHA) provides equal opportunity in programs and employment and is strongly committed to maintaining a climate supportive of respect for differences and equality of opportunity. The AHA does not discriminate on the basis of age, race, creed, color, disability, sex/gender, sexual orientation, national origin, ancestry, religion, marital status, identity as a veteran, disabled veteran, Vietnam veteran or any other military service, arrest record or non-program related conviction record. ***We promote excellence through diversity and encourage all qualified individuals to apply.***

It is the policy of the AHA to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment. If you require an accommodation to participate in any part of the hiring process, please contact the AHA office at 715-682-7066. Please call 711 if you are hearing or speech impaired and need assistance.

Application Process

To apply the candidate must provide:

- A cover letter that demonstrates the candidate's ability to meet the qualifications of the position (no more than two pages in length)
- A current resume
- Three academic or professional references with phone and email contact information

For the 2019 Winter Semester, application materials must be sent to the attention of Kathy Beeksma, Executive Director. Materials may be mailed or dropped off at: City of Ashland Housing Authority, 319 Chapple Avenue, Ashland, WI 54806 or sent via email at to: cityaha@cityofashlandhousing.org. Materials will be accepted until **November 26, 2018**. Candidate needs to be available for an in-person interview during the week of **December 3, 2018**.

Criminal Background Check

A background check will be conducted for the finalist candidate. Internship is contingent upon a completion of a successful background check and establishment of identity. The AHA reserves the right to verify any and all information stated or implied within application materials to confirm a candidate's qualification(s) prior to appointment to the position.