

JOB DESCRIPTION

Title: Community Development Intern	Employment Status: Intern
Department: Operations	FLSA Status: N/A
Reports to: Research Associate	Supervises: Volunteers

GENERAL DESCRIPTION:

The Community Development Intern will support Habitat Metro Denver's Neighborhood Revitalization Program in Denver's Globeville, Elyria, and Swansea (GES) neighborhoods. This college or graduate-level intern will partner with the Community Development team and volunteers to collect residential surveys and observational data on GES's built environment. This initiative allows Habitat Metro Denver to better understand the needs of our Neighborhood Revitalization communities and develop plans to address them in partnership with residents and collaborating organizations.

CORE RESPONSIBILITIES:

- Collect observational data using existing instruments
- Train volunteers to collect data that is reliable and valid
- Provide on-the-ground leadership and support as volunteers work in GES to collect observational and survey data
- Enter data into a database
- Further Habitat Metro Denver's Neighborhood Revitalization Program by being a representative of Habitat in the community and forming strong relationships with residents of GES

Other Responsibilities

- Participate in monthly all staff meetings
- Participate in weekly Community Development team meetings
- Support Habitat events in GES

KNOWLEDGE, SKILLS, ABILITIES:

- Proficient in word processing, spreadsheets, and database management
- Good written and verbal communication skills
- Ability to communicate expectations clearly
- Organized, flexible and detail oriented
- Self-starter with the ability to work collaboratively with supervisor
- Knowledge, acceptance and ability to work with diverse populations
- Previous experience with data collection preferable
- Spanish-speaking candidates are preferred

Start date will be March 4, 2019 with an end date of May 24, 2019. Total compensation will be \$2,000. Intern is expected to commit 10-15 hours per week. This position requires a flexible schedule and the ability to work occasional weekends and evenings. Position closing date is November 30, 2018. Please send a resume and cover letter to Christine Koleski at: christine@habitatmetrodenver.org.