JOB DESCRIPTION

Title: Family Services Intern
Employment Status: Part-time, Unpaid Internship

Department: Family Services
Reports to: Family Support Specialist

GENERAL DESCRIPTION:
Habitat for Humanity of Metro Denver builds and sells homes to hard-working people in need of decent and affordable housing.
The objective of the Family Support Program is to provide families with the knowledge, skills and resources they need to become successful homeowners and lifelong partners with Habitat for Humanity.
The Homebuyer Education Program offers future Habitat Homeowners various workshops to provide skills for successful homeownership. The program’s goal is to educate homeowners and help them achieve greater self-sufficiency.
This position will support an effort to make the course content more accessible for various learning styles of adult participants. This will be done by helping to break down course content and test alternative teaching modules.

CORE RESPONSIBILITIES:
 Evaluate course materials; search for areas of improvement for students with Limited English Proficiency
 Research Education Modules for Adults and students with Limited English Proficiency
 Develop Online Module for Homebuyer Education
 Other duties as assigned

SKILLS AND ABILITIES:
 Excellent written and verbal communication skills
 Excellent organizational skills and attention to detail
 Proficient in Microsoft Office programs including Word, Excel and PowerPoint
 Ability to maintain confidentiality in all aspects of the job responsibilities

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
 Most work is performed in an office setting at a desk
 Must be able to work at a computer and speak on the phone for extended periods of time
 Must have the ability to drive personal vehicle, Habitat vehicle or utilize public transportation for travel to offsite meetings and events

HOURS AND COMPENSATION:
 Internship duration is 2-3 months during the summer or fall
 Weekly hour requirements are between 12-16 hours, to be conducted within the timeframe of a standard work week (Monday – Friday, 8:30am to 5:00pm)
 This is an unpaid internship, but, Habitat for Humanity will take any necessary steps with the educational institution in order to acquire college credit as compensation for the internship.

Applications will be accepted on a rolling basis. Please submit your resume and cover letter to:

Attn: Christine Koleski, Executive Assistant
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3245 Eliot Street, Denver, CO 80211
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