



Housing Division Homeownership Intern

City of Cambridge – Community Development Department
Housing Division

Contact: Anna Dolmatch
Address: 344 Broadway, Cambridge, MA 02139
Phone: 617/349-4645
Email: *adolmatch@cambridgema.gov*

Agency Description

The Housing Division works to promote and maintain the socioeconomic diversity of the city by managing and implementing the City's efforts to meet the housing needs of low-, moderate-, and middle-income residents, and develops initiatives to preserve and expand the City's stock of affordable rental and homeownership housing.

Intern Responsibilities

The selected candidate will be responsible for a wide variety of tasks within the Homeownership program, with a focus on data management and research to support existing and new policy initiatives. The selected candidate will need to gain an understanding of the full range of affordable homeownership programs offered by the City. In addition, the candidate will participate in other activities as needed in the division.

Research & Analysis

- Use a variety of methods to research and summarize national and local affordable homeownership practices as they relate to select policy initiatives.
- Collect data on program participant demographics and household composition through the program census; create written and graphic data summaries.
- Assist in research and analysis to support the development of new, and expansion of existing, homeownership programs.

Data Management

- Input data into HomeKeeper data management system.
- Create reports using HomeKeeper to support research and policy analysis and program development.

Program Management

- Support the operation of the homeownership program through outreach; assistance with unit resale process including unit inspections and requisition review; development of communications materials; and other activities as required.

Computer skills

- Demonstrated proficiency in Excel and Word
- Ability to create graphs and charts desirable
- Basic knowledge of CRM or other web-based data management systems desirable, but not required

Administrative support

- Organize mailings using Microsoft Word's mail-merge function
- Mail and flier distributions

Additional projects may be identified based on the applicant's skills and interests and the division's needs.

Interests / Experience

- Demonstrated interest in affordable housing.
- Commitment to supporting the City's goal of preserving economic diversity.
- Ability to work well with individuals and groups from diverse backgrounds

- Comfortable speaking to the public one-on-one and in groups

Start Date: May 2016 (exact date negotiable). A minimum commitment through December 2016 is required. A commitment through May 2017 is desired.

Hours: 15 hours / week;

Compensation: \$14.95/ hour

To apply, please send a cover letter with a resume to:

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Please specify your available start dates and potential end date in your cover letter.