Internship: City and County of Broomfield Economic Vitality Internship - Housing Division

The City and County of Broomfield is a close-knit, dynamic, fun and hard-working team looking for an intern interested in learning more about a systems-approach to the development and management of Housing Programs. We are a person-centered, strengths-based organization that uses upstream (preventative) approaches to address housing security and growth. The position start date would be after January 1, 2024, and ideally would be for a minimum of 6 months. Applicants must be in good academic standing in an undergraduate or graduate program.

General Purpose

Economic Vitality’s Housing Division Intern is responsible for supporting the Housing Division team in the development and management of housing programs, community outreach and advocacy with residents, non-profit organizations and other stakeholders. Reports to the Housing Programs Specialist.

Essential Functions

- Contributes to data entry and record management within Neighborly.
- Answers phone calls and emails related to Housing Programs.
- Assists the public in person and over the phone on completing program applications.
- Collaborate with other CCOB departments to promote the program internally and externally.
- Assists in tasks related to qualitative and quantitative data collection, compilation, analyses and the development of reports, per direction of the Housing team.
- Attends partner meetings as requested by the Housing Team.
- Assist with in-person clinics related to help residents with their application for Housing Programs.
- Review applications and follow up with applicants for missing documents and/or information.
- Performs other duties as required and necessary to ensure the success of the organization.

Knowledge, Skills, Abilities

- Ability to consistently promote, support, work and act in a manner in support of Broomfield’s mission and values.
- Ability to/comfortable with working with at-risk or special populations from various socioeconomic backgrounds.
- Ability to engage with special populations including seniors, veterans and persons with disabilities.
- Must be ready to learn how to use Neighborly software.
- Knowledge of and ability to proficiently use Google Office suite.
- Ability to learn quickly on the job.
- Ability to do detailed work accurately and adhere to timelines.
- Ability to communicate effectively orally and in writing.
- Comfortable working in a fast-paced, dynamic environment, able to prioritize multiple initiatives.
- Ability to perform as a self-starter, to work independently and take initiative.
- Must be able to interact well with others and actively seek out work.
- Ability to be responsible with confidential information and material.
- Must pass a background check.
- Must be able to update your information and regularly input hours into your VolunteerHub profile and other reporting documents as necessary.

**Working Environment**

- Work is generally performed in a professional office environment.
- Position requires flexible work location, which will include in-person clinics at partner organizations within 3 miles of the main city building.
- Approximately 20 hours per week, or more if preferred. A minimum requested commitment of 10 hours per week.

**Physical Activities**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stand, lift, bend, walk and reach.
- Requires reaching with arms and hands, having good manual dexterity, using hands and fingers to operate a computer and telephone, handle or feel.
- Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
- Physical effort is generally not required; however, light physical effort may be required by moving and positioning objects up to 20 pounds occasionally and/or 10 pounds frequently.

**Apply**

Please submit a short cover letter expressing why you are interested in the internship, a resume and one letter of recommendation to vdelpizzo@broomfield.org. The posting will remain open until the position is filled.