

**Office of Fair Housing and Equity  
Boston Lead Initiative Intern  
Intern Description  
Winter/Spring 2016**

**Background:** the Boston area is home to some of the oldest housing stock in the country. Familial status discrimination based on the presence of lead paint and receipt of governmental rental assistance is significant in Boston. Housing providers routinely discourage and outright deny housing to families with young children and Section 8 vouchers in order to avoid de-leading their properties, a responsibility required under the MA Lead Law. The Office of Fair Housing and Equity convenes a lead paint working group comprised of public health officials, lead experts and healthy home advocates to develop recommendations to address housing discrimination against families and non-compliance with the MA Lead law. This collaboration has led to a series of community workshops to educate the public on fair housing and resources to make homes lead safe. The Boston Lead initiative Intern is supervised by the Deputy Director.

**Duties and responsibilities:** under the supervision of the Deputy Director, the intern is responsible for:

- Coordinate and support the lead working group by scheduling meetings, drafting agendas, taking meeting notes, conducting related research and following up with next steps.
- Support the DD in data collection for monthly reports on progress made towards City of Boston agency lead goals
- Support the office integration of lead education into existing fair housing trainings and workshops
- Support FHE staff in the development of a Lead safety and discrimination FAQ and presentation
- Research, write and coordinate documents for lead initiative HUD reporting.
- Research and analyze lead policies and initiatives nationally as needed.
- Coordinate and organize Lead events and Lead Summit as needed.
- Support the DD and ED in legislative policy research and drafting of bills and facts sheets.

**Qualifications**

- Graduate student in law, public health or related discipline
- Excellent writing and research skills
- Ability to work independently
- Strong inter-personal skills, Strong communication skills
- Interest in health and fair housing
- Proficient and or expert in Microsoft Office Suite
- Organized, with an ability to prioritize time-sensitive assignments
- Must be able to work a minimum of 14 hours per week
- candidates must provide a cover letter and resume including:
  - The placement title you are applying for
  - What skills and or knowledge you hope to gain from a placement opportunity with FHE.
  - Include the hours per week and start and end dates you are committing to
  - Interns must identify the school they are affiliated with and if they are pursuing this opportunity as a for credit internship

Please submit cover letter and resume to: Keith Williams, Deputy Director [Keith.Williams@boston.gov](mailto:Keith.Williams@boston.gov)