Office of Fair Housing and Equity
Fair Housing Internship
Intern Description

The mission of the **Office of Fair Housing and Equity** is to ensure fairness and equitable access to housing opportunities, public services, public accommodations, and participation in activities. The office strives to reduce procedural, attitudinal, and communication barriers for persons living and working in the City of Boston.

The **Fair Housing Internship** works under the direction of the Metrolist coordinator and will work in collaboration with Affirmative Marketing, Metrolist Housing Opportunities, and Education and Outreach.

Duties and responsibilities may comprise any of the following:

> Develop Affirmative Marketing and Fair Housing training materials, presentations, webinars, and related materials
> Revise the Affirmative Marketing Guide to include technical assistance and training materials
> Assist with Affirmative Marketing/Fair Housing presentations to developers, management companies, City of Boston agencies, and other groups as requested
> Assist Metrolist staff with constituent outreach and housing outcomes survey
> Assist Metrolist staff with coordination of fair housing events
> Assist Metrolist coordinator with survey collection and close out of Metrolist property survey
> Conduct related Fair Housing research and policy analysis as requested.
> Assist in FHE Education and Outreach events, special projects, and other duties as assigned

What you will learn

> History, rules, and regulations related to the Fair Housing Act of 1968
> What is Fair housing and how all FHE programs work in tandem to promote fair housing
> Public speaking, advanced presentation skills, Experience working in City government, experience working directly with constituents seeking housing services, policy and data analysis

Qualifications

> Background government, non-profit management, macro social work, public health or other related discipline.
> Strong communication skills.
> Proficient and or expert in Microsoft Office Suite.
> Organized, with an ability to prioritize time-sensitive assignments.
> Creative and Flexible.
> Strong interest Civil Rights, fair housing, and government
> Must be able to work a minimum of 14 hours per week for no less than 3 months
> Commitment of no less than 3 months
> 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 can commit to
    - Interns, must provide the information of the school they are affiliated with and if they are pursuing this opportunity as a for credit internship.

Details

The above internship opportunity is unpaid. Please submit cover letter and resume to: keith.williams@boston.gov