



Akron Metropolitan Housing Authority
100 West Cedar Street
Akron, Ohio 44307
(330) 762-9631
www.akronhousing.org

POLICY INTERN POSITION POSTING

GENERAL SUMMARY

The Policy Intern plays a critical role in the efficient administration of assisted housing and client service programs for low-income households served by the Akron Metropolitan Housing Authority (AMHA). The Policy Intern leverages policy expertise, technology and creativity to collect, analyze, format and present information to residents, voucher holders, AMHA leadership, community stakeholders and policy makers. The Policy Intern's work improves daily business functions and informs the AMHAs short and long-term decision-making, work plans and business system evaluations. Reports to the Executive Office.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Responsible for collecting, analyzing and presenting data and information from all AMHA program areas for use in various plans, reports, and informational collateral including but not limited to various internal and external communication products.
- Assist in creating and maintaining Monthly Reports for the AMHA Board of Trustees.
- Assist in creating and maintaining monthly Dashboard Reports for Executive Director.
- Contributes in producing Annual and Five-Year Plans including but not limited to creating timelines, drafting, proofing, managing the public process and submitting to HUD.
- Contribute towards production of Annual Reports.
- Create/contribute towards production of regular and special projects, publications and reports.
- Develop and execute regular needs-assessments of data collection and data aggregation to maximize impact of data analysis on the AMHA's strategies, policies and procedures.
- Perform impact analyses of proposed policy and/or program reforms.
- Perform other duties as assigned and/or required.

KNOWLEDGE, SKILLS AND ABILITIES

- Skilled and experienced at visually presenting qualitative and quantitative data.
- Skilled in Microsoft Excel, Microsoft Word, and Power Point.
- Uses multiple resources, qualitative and quantitative research methodologies to capture, interpret and communicate information.
- Takes a creative approach to translating complex information into "easy-to-understand" visual and narrative representations.
- Coordinate communications, meetings and projects vertically and horizontally throughout an organization.
- Ability to work simultaneously on several projects.
- Approach work conscientiously and methodically and sees tasks through to completion.
- Experience with Adobe Illustrator, InDesign and Photoshop preferred.
- Experience with statistical packages (STATA, SPSS, etc.) preferred.
- Experience with Geographic Information Systems preferred.



COMPLEXITY / SCOPE OF WORK

- The Policy Intern performs a wide variety of tasks.

SUPERVISORY CONTROLS

- The Policy Intern receives instructions from the Executive Staff and periodically from the President and CEO.
- The Policy Intern may rotate to different departments in the agency to educational experience.
- Problems or situations not covered by instructions are normally referred to the supervisor for resolution.

PERSONAL CONTACTS

- Personal contacts are with other AMHA employees, outside agencies, public housing residents, Housing Choice Voucher holders, applicants and government officials.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- Work involves the normal risks or discomforts associated with an office environment but are usually in an area that is adequately cooled, heated, lighted and ventilated.

MINIMUM QUALIFICATIONS

- Currently pursuing a Bachelor's or Master's degree in Public Administration, Public Policy, Urban Planning, Economics, Graphic Design or related field required.
- Bondable.
- Valid driver's license.
- Eligibility for coverage under AMHA fleet auto insurance.

REQUIRED HOURS

- The successful candidate will be expected to work at least 20 hours per week.

COMPENSATION

- This is a paid position. The successful candidate will be paid a rate of \$12-\$15 per hour.

CONTACT INFORMATION

- Please contact Darrin Toney at [Dtoney@akronhousing.org](mailto:Dtonev@akronhousing.org) or at 330-376-9915 with any questions regarding this position.