



Summer Internship at Fair Housing Resource Center, Inc.

The Fair Housing Resource Center Inc. (“FHRC”), is a non-profit 501(c)(3) organization that offers several housing programs to benefit residents of Northeast, Ohio. FHRC’s mission is to promote equal housing opportunities for all persons and to advocate for fair housing and diversity in Lake County and the surrounding communities through education and involvement of the public, the governments, and the business community. FHRC operates a Landlord/Tenant hotline service to assist local residents with their housing rights. We also offer a fair housing intake and complaint service for victims of housing discrimination. Moreover, our office is a certified Housing Counseling Agency approved by the U.S. Department of Housing and Urban Development (“HUD”) which provides counseling regarding such topics as foreclosure prevention, predatory lending, home financing, and property repairs and maintenance.

FHRC seeks a motivated student or recent graduate to participate in this non-profit advocacy organization with a large research project commissioned by a local municipality. This project requires identification and research into the municipality to determine their efforts in tackling the following:

- Addressing significant disparities in access to community assets (schools, jobs, transit, etc.)
- Overcoming segregated living patterns;
- Promoting integrated communities;
- Ending racially and ethnically concentrated areas of poverty; and
- Fostering and maintaining compliance with civil rights and fair housing laws

The intern will work directly with the Housing Counselor, conducting research, coordinating the community participation process, and evaluating input through surveys, focus groups, roundtables, etc. This internship is an opportunity for a student to learn more about daily advocacy work conducted in a non-profit environment. The intern will also have exposure to all areas of the organization such as client management, education and outreach, investigative techniques, marketing, and governmental reporting.

This internship is unpaid, however, our office is willing to work with the school to ensure it counts towards course credit if the intern is seeking such. The internship will be part-time at 20 hours per week. Our office is open Monday through Thursday from 8:00 AM to 6:00 PM and we are willing to work with the intern on setting a schedule that works for them within those hours. Our office is also willing to work with the intern and the school on specific start and end dates to ensure they follow guidelines for course credit if necessary.



Duties:

- Conduct research to gather necessary data for the report
- Maintain organized records of the report progress
- Assist FHRC with creating and organizing the community participation process
- Interact with staff and clients in a professional and ethical manner
- Participate in day-to-day operations and training with openness to learning and receiving feedback
- Report to Housing Counselor
- Attend and conduct meetings
- Various data entry and charting
- Assist with organization of the project
- General office duties such as photocopying, faxing, filing, mailing, etc.
- Other duties as assigned

Knowledge, Skills and Abilities:

- Ability to plan, implement, evaluate, and report activities conducted
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- Ability to communicate effectively in writing and to prepare written and electronic documents
- Ability to communicate orally, both in person and by telephone
- Ability to travel to meetings, seminars, trainings and more
- Ability to present oneself in an appropriately personable and professional manner
- Ability to receive and utilize constructive feedback regarding performance, presentation, and relationships with others
- Ability to be both consistent and flexible as varying circumstances may warrant
- Ability to utilize Microsoft word, Excel, Publisher, and Outlook email
- Ability to utilize GIS mapping tools, and data collection programs
i.e. census.gov, and other online research program software
- Ability to work independently, multi-task, and maintain deadlines

Contact:

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