

## **Intern Job Summary and Expectations**

**Title:** Internship

**Job Summary:** FHRC seeks a motivated student or recent graduate to participate in the non-profit advocacy organization with a large research project for the Board of Lake County Commissioners. This project requires identification and research into the county to determine their efforts in addressing 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 maintain compliance with civil rights and fair housing laws.

The intern will work directly with the Executive Director/attorney with the 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.

### **Duties:**

- Conduct research gathering necessary data for the report.
- Maintains 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
- Participates in day-to-day operations and training with openness to learning and receiving feedback.
- Report to Executive Director
- 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 assigned duties

### **Knowledge, Skills and Abilities:**

- Ability to plan, implement, evaluate and report activities conducted.

- 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, training and more.
- Ability to present oneself in an appropriately personable and professional manner to clients and staff.
- Ability to receive and utilize constructive feedback regarding performance, presentation and relationships with others.
- Ability to be both consistent and flexible as circumstances warrant.
- Ability to utilize Microsoft word, Excel, Publisher and 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.