

## Fair Housing Intern

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The Fair Housing Action Center is a full-service, non-profit fair housing organization dedicated to promoting equal housing, lending and insurance opportunities in the New Orleans Metro area through education and enforcement. The Fair Housing Intern is a first point of contact for all incoming solicitation and must, therefore, maintain a high and consistent degree of professionalism at all times. The Center's Intern maintains professional office procedures, receives and directs incoming calls and clients, and assists Center personnel with the completion of assigned tasks.

**Title:** Fair Housing Internship

**Salary Range:** Volunteer, Un-paid Internship, Possible Stipend Available

**Immediate Supervisor:** Administrative and Research Assistant

**Experience Requirements:** Command of basic grammar and ability to produce accurate business correspondence. Computer literacy of hardware and software.

### **Essential Job Duties and Responsibilities May Include:**

Receive, direct and process incoming calls and handle general and specific telephone inquiries.

Greet visitors and clients.

Maintain updated New Orleans resource handbook and provide clients with referrals.

Handle all office administrative functions.

Maintain computer systems and train staff as needed on system operations and maintain equipment inventory.

Assist in a variety of fundraising, outreach and educational activities.

Coordinate teleconferences and provide accurate minutes.

Coordinate mailings and dissemination of materials to Center's board of directors, the general public and other groups as necessary.

Prepare accurate correspondence, memoranda and other business materials and documents as necessary.

Assist with coordinating quarterly and annual meetings, committee meetings, prepare minutes and complete other administrative activities associated with the functioning of the office, the Center's board of directors and its membership.

Maintain grant deliverables as requested by other office personnel.

Exhibit a high level of personal energy and commitment.

Assume responsibilities as assigned by the Executive Director.

**Qualifications:**

Ability to generate and distribute accurate office correspondence, memorandum and other materials.

Ability to handle complex administrative workload.

Ability to maintain consistent professional composure and exercise excellent interpersonal skills.

Dedication to civil rights and fair housing issues.

Ability to represent the Center in a professional and exceptional manner.