



2017 INTERNSHIP OPPORTUNITIES

Interns at the Atlanta Housing Authority (AHA) will perform a variety of tasks that support AHA’s vision and mission. Tasks assigned to interns may be of a general clerical nature, or may require specific skills and/or a specific educational background. (e.g. social media skills, human resources, communications, social work, or policy). Specific tasks will be defined by the hiring manager of the department with guidance provided by the Human Resources Department regarding specific learning objectives. AHA’s overview of internship opportunities is used to describe the general nature of the various positions; however, the intern may be required to do other related duties and tasks as assigned. All offers of employment are contingent upon the successful outcome of a background check and drug screen. Upon hire, candidates must provide proof of the right to work in the United States. AHA is an Equal Opportunity Employer.

2017 Overview of Summer Internship Opportunities	
<p><u>Acquisition & Management Services (AMS) Dept.</u></p> <p>Procurement & Contracts</p>	<p><u>Position Summary:</u> The AMS intern will perform detailed analysis of equipment leases, deliver detailed report of findings and make recommendations to supervisor based on findings, and deliver excellent customer service.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Compile a complete listing of all photo copying equipment including serial numbers and physical locations of each machine. • Record monthly base charges for each machine and the price per click for color copies. • Retrieve invoices from the previous six months and confirm that AHA was billed at the correct base rates and price per click rate; also ensure that AHA has not been billed for any equipment not under an equipment lease agreement. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Working knowledge of Microsoft Applications – specifically Word, Outlook and Excel. • Detail focused • Analytical • Very good communication skills

<p><u>Office of Administration</u></p> <p>Facilities Management</p>	<p><u>Position Summary:</u> The Facilities Management intern will support all aspects of building management to include performing basic accounting functions and invoicing.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Invoice processing (data entry of invoice information into accounting system, and monitoring of payments). • May include fielding questions on status checks from vendors. • Updating information on completion of contract bid documents and awarded contract completions. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Strong attention to detail • Good writing skills • High aptitude for math and interest in accounting • An accounting major is highly preferred • Willingness to learn • Must be able to adapt to a high-paced environment • MS Office Skills (working knowledge of Microsoft Word and Excel)
<p><u>Office of Administration</u></p> <p>Human Resources</p>	<p><u>Position Summary:</u> The HR Intern will assist in carrying out a variety of administrative tasks in support of the HR Director, the HR team and specifically with talent acquisition/recruiting support. Will work under the direction of the HR Business Partner responsible for recruiting.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Provide basic support in all areas of human resources as needed. • Extensive calendar management (Outlook). • Coordinate phone screens and scheduling. • Assist with the interview process (meet/greet candidates, set up conference rooms, prepare interview packages and create and mail confirmations). • Provide front desk support and filing . • Research and document best practices regarding HR policies and procedures, and talent acquisition strategies. • May assist with the administration of the AHA Wellness Program. • Other duties as assigned. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • MS Office Skills (Strong Outlook/scheduling skills) • HR/or Business major highly preferred. Ideally, intern will be interested in working in the field of human resources. • Willingness to learn and must be flexible.

<p><u>Real Estate Group</u> <u>(REG)</u></p> <p>Choice Neighborhoods</p>	<p><u>Position Summary:</u> Intern will perform a variety of activities that support AHA’s Choice Neighborhood transformation plan that focuses on the vision of providing quality affordable housing in amenity rich, mixed-income communities in Atlanta while helping to improve the lives of people through education, health and workforce development opportunities. The intern will rotate and work across functional teams in people, housing, neighborhood and program administration to support various long-range implementation projects and activities.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none">• Assist with planning resident and community meetings and coordinating outreach activities/events.• Assist with a variety of service provider administration activities such as resource coordination, program service delivery monitoring and expense validations.• Assist with conducting community need surveys and service coordination.• Liaise with team members to develop and align activities with outreach and recruitment strategy; research and document best practices.• Assist program administration with development of a reporting tool matrix• Assist with re-design and maintenance of stakeholder database.• Research and document history in the Choice Neighborhood community.• May be required to assist with other related duties and administrative tasks as assigned. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none">• Must be able to adapt to a high-paced environment with a strong desire to learn• Strong typing skills and attention to detail• MS Office Skills (Strong Microsoft Word, Excel, PowerPoint skills)• Experience inputting information and generating reports using large data bases preferred• Excellent written and oral communication skills• Must be organized and self-motivated to achieve project assignment goals• Creative, outside-the-box thinker and great sense of team collaboration
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<p><u>Real Estate Group (REG)</u></p> <p>Real Estate Oversight & Services the</p> <p>Home Ownership Program</p>	<p><u>Position Summary:</u> These REG interns will perform various administrative tasks in support of AHA’s capital improvement plans at AHA-Owned Residential Communities, and will support AHA’s Home Ownership Program.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Complete telephonic fair housing testing. • Assist with filing and analyzing down payment assistance documents. • Assist with reviewing, purging and updating property files. • Assist with reviewing and filing documentation for resident association files. • Assist with compiling the HUD accessibility report. • Assist with business process reviews. • Assist with compiling information for processing closeouts of capital improvement projects. • Participate in property site visits and staffing resident meetings. • Assist with compiling information for the HUD EPIC report and the Energy Portfolio Manager System. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Ability to think critically • Good verbal and written communication skills • Willingness to learn • MS Office Skills
<p><u>Customer Services Group</u></p> <p>Human Development Services (HDS)</p>	<p><u>Position Summary:</u> The HDS intern will assist with updating the Service Provider Network (SPN) contact information. He/she will also assist with planning and executing the July SPN meeting. Will work closely with the Youth Services Manager and Service Provider Administrator to conduct some of the required research and outreach in support of re-launching the HDS youth program.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Assist the administrative assistant, and other team members with filing, event planning, outreach, and follow-up via written correspondence and telephone. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint) • Strong written and verbal communication skills, problem solving skills, and organizational skills

<p><u>Customer Services Group</u></p> <p>Training & Program Compliance</p>	<p><u>Position Summary:</u> The intern in this position will assist the director of Training & Program Compliance, with developing various training curriculums for specific jobs/roles within the Customer Services Group.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Interview staff regarding their job duties. • Shadow staff to understand and document job duties. • Review operational procedures for specific jobs. • Assist with drafting curriculum around specific jobs/roles. • Collect supportive exercises and tools for training. • Monitor and update training materials as needed. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Excellent verbal communication and writing skills • Proficiency in MS Office (Word and PowerPoint) – required • Good typing and presentation skills • Hands-on research experience preferred • Attention to detail, ability to manage tasks and assignments with moderate oversight • Career Interest in communications and training; willingness to learn
<p><u>Finance Dept.</u></p>	<p><u>Position Summary:</u> The Finance intern will perform general ledger accounting and other accounting-related tasks in support of AHA's Finance Department.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Intern will assist accountants with a variety of month-end financial closing tasks, and also assist the finance team with month-end financial reporting and analysis and/or data entry where applicable. • Working under the supervision of an accountant, may assist with reconciliation activities. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Students seeking a degree in Finance, Accounting or Administration program preferred • Detailed-oriented, organized and self-motivated with a commitment to learn • Good communication skills, both written and verbal, as well as interpersonal skills • Willingness to work effectively both independently and on a team • Working knowledge of Microsoft Office, including Word, Excel and Outlook • Willingness to learn

<p><u>Information Technology</u></p> <p>Records & Information Management (RIM)</p> <p>Archives</p>	<p><u>Position Summary:</u> RIM – The RIM intern will assist with the document management process (e.g. classify, catalog, and maintain record files and prep and/or scan requested files into the records management filing system).</p> <p>Archives - The Archives intern will assist the team charged with preserving AHA’s history and telling its story by sorting through, labeling, and cataloging records of permanent and historical value.</p> <p><u>Duties and Responsibilities:</u></p> <p>RIM (Document Management)</p> <ul style="list-style-type: none"> • Prep documents into AHA’s production scanning environment. <p>AHA Archives</p> <ul style="list-style-type: none"> • Assist in making historical records accessible in the Archives Catalog • Save records in a variety of formats using several document and imaging software tools. • Document and track work using Excel spreadsheets <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Willingness to learn • MS Office Skills (especially Excel) – preferred
<p><u>Information Technology</u></p> <p>Office of the CIO</p>	<p><u>Position Summary:</u> Under the direct supervision of the Chief Information Officer (CIO), the Information Technology (IT) intern will rotate throughout the IT functional areas and obtain practical exposure and experience within each area while assisting with various IT-related projects.</p> <p><u>Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Perform various research assignments. • Interview staff members throughout the IT Department and chronicle the roles, responsibilities, and educational/training requirements for various positions in an effort to explore the various career opportunities in IT. • Make formal presentations to the information technology leadership team explaining what was learned throughout the various job rotations in the IT Department. • Support the CIO on special projects and other duties as assigned. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Willingness to learn • MS Office Skills – highly preferred • Information Technology /Computer Science major or related degree and/or interest in pursuing an IT career highly preferred

<p>Communications & Public Engagement</p>	<p><u>Position Summary:</u> The Communications and Public Engagement intern will provide marketing, communications and public relations support on existing projects and events such as employee meetings and activities, community meetings and events, graphic design support, writing, social media, and other project management and administrative functions and tasks.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Work daily with various social media platforms. • Take photos at events. • Write press releases. <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Proficient knowledge of social media • Strong writing and organizational skills • Knowledge of graphic design, or photography • Intern should be pursuing degree or have a strong interest in Communications, Marketing or PR
<p>Governmental & External Affairs</p>	<p><u>Position Summary:</u> Provide support to the Community, Government & External Affairs team in undertaking various administrative and technical tasks.</p> <p><u>Essential Duties and Responsibilities:</u></p> <ul style="list-style-type: none"> • Create layout for newly envisioned resident association newsletter • Data entry - update master spreadsheet of ACSA scholars • Contact current and former scholars to collect academic and career updates • Assist in creating new scholarship application • Schedule phone interviews for continuing scholars <p><u>Knowledge and Skill Requirements:</u></p> <ul style="list-style-type: none"> • Good written and verbal communication skills • High computer aptitude - Microsoft Office Suite (strong Excel & mail merge skills / some Publisher skills) • Creative and a willingness to learn • Other duties as assigned.