



Corporation for Supportive Housing
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JOB ANNOUNCEMENT

CONSULTING & TRAINING INTERN - CHICAGO UNPAID

The Organization:

The Corporation for Supportive Housing (CSH) is a national, nonprofit organization that helps communities create permanent housing with services to prevent and end homelessness. CSH advances its mission by providing high-quality advice and development expertise, by making loans and grants to supportive housing sponsors, by strengthening the supportive housing industry, and by reforming public policy to make it easier to create and operate supportive housing. CSH delivers its services through staff stationed in 13 states (Arizona, California, Connecticut, Illinois, Indiana, Michigan, Minnesota, New Jersey, New York, Ohio, Oregon, Rhode Island and Texas) and the District of Columbia, as well as through its National Program Staff (Consulting and Training; Government Affairs and Innovations; and Project Development and Finance).

The Position:

CSH's Consulting and Training Internship is a tremendous opportunity to gain experience in the supportive housing field through active participation in day-to-day activities as well as involvement in special projects, as needed. A candidate for this role should demonstrate his/her ability to learn and develop professionally within a consulting function. CSH is seeking a candidate to work a minimum of 15 hours per week for at least 6 weeks in the Chicago office, located at 205 W Randolph in the downtown Loop. Candidates may intern for the fall, spring, and/or summer semesters/quarters.

Responsibilities:

Under the supervision on the Director of Consulting and Training, the intern will participate in a number of projects related to the team including:

- Assist with preparing training materials and exercises, including revising and updating powerpoint and handout materials;
- Conduct research and/or analysis for Consulting & Training staff on specific projects;
- Assist with the team's strategic communications and marketing plan for 2011-2012;
- Work collaboratively with the team to create new, creative products for use in the field.

Qualifications:

Candidates for this internship must meet the following qualifications:

- Interest in learning about supportive housing and how CSH approaches its short-term engagements in the Consulting & Training unit.
- Ability to work independently as well as in a team environment
- Excellent written and verbal communication skills
- Ability to effectively interface with all levels of personnel and management
- Strong attention to detail
- Excellent customer service, organizational and time management skills
- Demonstrate good judgment
- Proficiency in MS Word, Excel, and Powerpoint

To Apply:

Interested and qualified candidates should apply to: jobs@csh.org

Corporation for Supportive Housing is committed to a policy of equal treatment and opportunity in every aspect of its relations with staff members and prospective employees, and will not discriminate against applicants for employment because of race, creed, color, national origin, age, disability, marital status, sex, or sexual orientation. CSH is also committed to a policy of affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities CSH serves.