

URBAN REDEVELOPMENT AUTHORITY OF PITTSBURGH

DEPARTMENT: Housing Opportunity Fund (HOF) Department

POSITION: Summer Intern 2019

POSITION SUMMARY

This position is for a Summer Intern in the Housing Opportunity Fund Department at the Urban Redevelopment Authority of Pittsburgh (URA).

The HOF Department was created in 2018 to manage the newly established Housing Opportunity Fund (HOF) and to study and inform affordable housing policy in the City of Pittsburgh. The HOF is sourced by \$10M per year from the City of Pittsburgh. The goals of the fund are to create and/or preserve affordable rental and for-sale housing in the City of Pittsburgh. The uses and programs benefitting from HOF proceeds will include, but not be limited to, (1) filling development gaps for new rental housing developments, (2) administering homeowner programs, (3) preserving existing affordable housing, (4) providing homeless prevention funding and/or rental assistance, and (5) funding the creation of new for-sale housing.

The Summer Intern will work with the HOF Director and staff to create/identify processes and procedures for the new Housing Stabilization Program (HSP). The URA contracts with not-for-profit service providers and/or legal clinics as Program Administrators, and the processes and procedures will prioritize effective communications and oversight as well as best practices in housing stabilization. The main objective of the HSP is to provide one time or short term (no more than 12 months) funding to individuals and families who are struggling with housing expenses such as rent and/or utilities. It is designed to assist participants to stabilize their current housing, or facilitate access to appropriate housing, and prevent homelessness. The program will also allow for legal eviction prevention services including legal consultation and representation for eviction defense and/or related supportive services.

ESSENTIAL FUNCTIONS

- Work with the HOF Director and staff to create a full administrative package which consists of forms, invoicing templates, inspection requests, etc.
- Work with the HOF Director and staff to coordinate meetings with the Program Administrators and train the providers as to the administrative requirements.
- Work with the HOF Policy and Data Analyst to identify the data which needs tracking and to create data collection and data management strategies.
- Work with the URA and neighborhood stakeholders to integrate a deeper message of what housing stability means to low-income households.
- Create and maintain working relationships with the City of Pittsburgh, the Department of Human Services (DHS), and the United Way.
- Coordinate on a regular basis with HOF staff and URA staff from other departments.
- Communicate effectively, both orally and in writing.
- Help market the Housing Stabilization Program.
- Interpret data and technical information.
- Attend and/or present information to the HOF Advisory Board on an as-needed basis.
- Participate on committees and special projects and seek additional responsibilities.
- Perform other duties as required.

QUALIFICATIONS

- This position requires that the applicant be pursuing either an undergraduate or graduate degree in Public Administration, Urban Affairs, Social Work, and/or a related field.
- Excellent oral communication skills
- Excellent writing skills
- Proficient data literacy
- Working knowledge of Microsoft Excel, Word, PowerPoint
- Strong interest in Economic and Urban Development and/or Social Work
- Willingness to learn
- Ability to ask questions
- Ability to work independently with minimal supervision

The URA is an equal opportunity affirmative action employer. All qualified applicants will receive consideration without regard to race, religion, color, gender, age, national origin, ancestry, disability, sexual orientation, gender identity, gender expression, political, and/or union affiliation.

Please email resume and letter of interest to:

Columbus C. Brooks, GCDF
Human Resources Manager
Urban Redevelopment Authority of Pittsburgh
200 Ross Street, 12th Floor
Pittsburgh, PA 15219
Phone: 412-255-6655; Fax: 412-255-6617
Email: cbrooks@ura.org

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