

**GREATER ALBUQUERQUE HOUSING PARTNERSHIP
INTERNSHIP PROGRAM**

I. Student:

Student Name _____
Student ID# _____
Mailing Address _____
Phone Number _____
Email Address _____

II. Duration:

90 day Internship with the Greater Albuquerque Housing partnership starting the 15th of January 2018.

III. Hours:

20 hours a week.

IV. Student Learning Goals

The learning objective for this internship shall be how a low-income tax credit non-profit housing organization operates and delivers services to its communities. He/she shall have an opportunity to interact with many stakeholders in the non-profit. This may include the following: the development team, general contractors, local, state, and federal agencies, investors and lenders, local non-profit partners, property managers, residents and the community at large.

V. Student Responsibilities

The objective of this internship is assist the social service coordinator with the promotion and execution of social service events across our four communities. This position will work closely with the social service coordinator. The intern's responsibilities shall range from canvassing properties and surveying tenants to participating in meetings with the many stakeholders and other projects that the GAHP members should need assistance in.

VI. Supervisor Responsibilities

- A. Training – Direction shall be provided by the social services coordinator on marketing and social services best practices and procedures.
- B. Feedback - Regular feedback sessions will be formally arranged to facilitate consistent supervision, guidance, and constructive criticism on a bi-weekly basis. These times should be specified and adhered to.
- C. Final Evaluation - A final meeting evaluation shall be conducted before the end of the internship.

VII. Credit & Compensation

We(GAHP) would like to make this worth Credit with your university, please inform us if there is any paperwork we need to file with your university. Compensation for this position shall be discussed in the interview process, total hours are maxed at 20 hours a week.

