

- Position Title:** **HOMEOWNER SERVICES ASSISTANT INTERN**
- Reports to:** Director of Homeowner Services and Neighborhood Outreach
- Schedule:** 5-10 hours/week, based on events & material
- Position Summary:** As an intern working with our Homeowner Services Department, your duties and responsibilities will include general homeowner services tasks and projects, including departmental administrative duties, research, data entry, filing, and general coordination. You will become familiar with a variety of the field's concepts, practices, and procedures. As an intern, you will reinforce your education through a practical, hands-on, unpaid work experience. Your work will be realistic and rewarding. You will contribute ideas and develop knowledge and organizational skills. Your internship is more than a job; it is a learning experience that allows you to explore career options. You can even learn more about yourself, your skills and help set your career goals. Best of all, you will be given meaningful assignments that will provide you with a sense of accomplishment. You have a "can-do" attitude and are ready to take on any project thrown your way – and that's why an internship with Habitat Greensboro will give you all the opportunity for career growth. You will be part of a dynamic, growing, and energized team - and your role is key to the success of Habitat Greensboro.

Responsibilities:

- Answer department phone line
- Update filing system for homeowners and in-process participants
- Assist and create planning of neighborhood outreach projects and initiatives
- Update homeowner contact information
- Assist with the homeowner program process

Qualifications:

Education: Active college student or undergraduate degree preferred

Skills:

- Organizational problem-solving skills
- Ability to prioritize, execute, and complete project goals



We build strength, stability, self-reliance *and* shelter.

- Excellent communication skills telephone, written and verbally
- Good computer skills, including Microsoft Word, Excel, and PowerPoint

Who We Are:

Founded in 1987, Habitat for Humanity of Greater Greensboro, Inc. is a leader in removing barriers and creating partnership opportunities for homeownership. Habitat Greensboro has partnered to make homeownership possible for over 500 families in Greensboro and over 450 internationally.

To learn more about us, [click here](#).

We care about the health and safety of our staff, volunteers, future homeowner families, potential candidates, and the communities we serve – it is our highest priority. We have established COVID-19 protocols, including personal protective equipment (PPE), social distancing, cleaning, and personal hygiene practice recommendations.

Apply:

To apply for the position, qualified applicants should submit a cover letter and resume via email at hr@hhgg.org or by mail to Habitat Greensboro, Attn: Human Resources, 1031 Summit Avenue, Suite 2W-2, Greensboro, NC 27405. We will contact you for an interview if your skills fit our current needs.