



RICH FITZGERALD
COUNTY EXECUTIVE



ROBERT HURLEY
DIRECTOR

Housing Division Internship Position Description

Position Summary:

Allegheny County Economic Development (ACED) is seeking an intern to join its Housing Division. A candidate with an interest in local government, community development, and/or affordable housing is preferred. The intern will provide program support to the Allegheny Vacant Property Recovery Program and Allegheny Home Improvement Loan Program and complete other projects as assigned.

Responsibilities:

- Field initial inquiries regarding programs, distribute applications to interested parties, and update applicants on the status of their applications
- Perform a preliminary review of applications to determine eligibility and identify any additional information required
- Prepare program correspondence
- Collect and analyze data for housing development programs and projects
- Other duties as assigned

Skills:

- Flexibility and the ability to multi-task as necessary
- Excellent attention to detail
- Strong analytical and research skills
- Strong communication skills and the ability to interact with a diverse array of parties
- Dependable
- Proficient in Microsoft Word, Excel, and Outlook software programs

Time Commitment:

- A minimum of 10 hours per week in increments of 3 to 4 hours per day is preferred. Up to 35 hours per week may be possible. The duration of the internship is flexible.

Salary:

- Undergraduate Student: \$10/hour
- Graduate Student: \$12/hour

Applicants should send a letter of interest and resume to:

Shannon Dansak, Manager HR & Marketing
Allegheny County Economic Development
One Chatham Center, Suite 900
112 Washington Place
Pittsburgh, PA 15219
shannon.dansak@alleghenycounty.us

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