

AIDS Foundation Chicago/Center for Housing & Health Flexible Housing Pool (FHP) Intern Announcement

AIDS Foundation Chicago (AFC) / Center for Housing & Health (CHH) is seeking a motivated individual to intern in its CHH Housing Department. This is an excellent opportunity to gain practical experience while working at an active, upbeat non-profit.

The FHP (Flexible Housing Pool) Intern will directly assist the Flexible Housing Pool team with a wide range of projects related to administering a housing first supportive housing program. The FHP intern will also have the opportunity to learn about HIV/AIDS prevention, care and advocacy, homelessness, and other issues related to AFC's and CHH's missions.

CHH is a supporting organization of AFC. Through programs like FHP, CHH bridges the housing and health care systems to improve the lives of Chicagoans experiencing homelessness.

This internship is designed to be both educational and practical. In this position, the intern will learn how to take skills acquired in an educational setting and apply them in the workplace. The intern will gain a better understanding of ending homelessness at the systems level in a non-profit setting and be better prepared to work in the field of supportive housing with a focus on nonprofit organizations.

This person will work closely with the Senior Program Manager of Client Services.

The FHP Intern will learn:

- How to advance program quality management efforts, including tracking progress; aggregating and analyzing data; identifying gaps & problem-solving to address them in collaboration with FHP team members.
- How to develop and refine program policies and procedures with support from the supervisor.
- How to administer partnership training opportunities.
- Co-facilitation skills through the tenant skill-building workshop.
- Team participation skills through participation in FHP team meetings that align with schedule.
- Collaborative problem-solving skills through weekly supervision with Sr. Program Manager of Client Services.
- Time and task management in a fast-paced environment.

Qualifications:

- Current or recent enrollment in a graduate or undergraduate degree program with an interest and aptitude to work in nonprofit management, housing and direct program service provision;
- Excellent written and verbal communications skills;
- Detail-oriented and self-motivated;
- Ability to work in a team setting;
- Ability to prioritize tasks and handle numerous assignments simultaneously;
- Proficient in Microsoft Office and internet applications;
- Experience volunteering with nonprofit organizations desired;
- Able to commit to a minimum of three months for this internship.

All internships that require an onsite or in-person presence will require the intern to provide evidence they are vaccinated against COVID-19 including having received a booster. Exemptions to this requirement for medical or religious reasons are available. Information about exemptions available on request.

This is a volunteer internship. A stipend is available for those who qualify, with details to be provided during the interview process. AFC/CHH can also help interns obtain college credit, if available from your school. Interns will receive necessary training and staff supervision.

Internships require at least 10 hours/week for a minimum of three months, though longer internships are preferred. Social Work majors are encouraged to apply.

All candidates must submit a cover letter and resume, and completed application form, which can be found at: www.aidschicago.org/internapplication

Please submit all application materials to:

Email (preferred): Interns@aidshicago.org

Mail: AFC/CHH Intern Program, 200 W Monroe Street, Suite 1150, Chicago, IL 60606