



Resident Services Intern

About APAH

APAH is a non-profit affordable housing developer that works throughout the DC region. APAH exists to provide quality affordable housing and resident-centered programming to help our residents make the most of their home. APAH is a mission driven, community minded and resident focused organization guided by seven core values: compassion, integrity, collaboration, innovation, excellence, impact and racial equity. APAH's Resident Services Program promotes opportunity and independence for APAH residents through a combination of strategic programming and community partnerships, focused on housing stability, economic development and mobility, health and wellness, and population-specific services.

Applicants must be a current undergraduate student with a demonstrated interest in affordable housing, human services, social work or a related field. As an organization, APAH is dedicated to improving the participation of diverse and underrepresented groups in non-profit industries. We strongly encourage members of these underrepresented groups and candidates with lived experience in affordable housing, unstable housing or homelessness to apply for this internship.

Highlights of the Internship will include:

- Participate in the planning and implementation of summer camp, summer socials, APAH's annual Ready to Learn Initiative, and other large-scale events.
- Conduct outreach to residents by promoting evening classes/programs, workshops and special events through flyers and phone calls.
- Assist with food distribution during weekly Arlington Food Assistance Center (AFAC) deliveries and additional hot meal distributions.
- Facilitate logistics for regularly scheduled and special programs, including room set up, provision of food and childcare when needed, clear communication with partners and attendees.
- Other duties as assigned.

The ideal candidate is:

- Studying human services, social work or other related fields
- Proficient in Microsoft Office with an emphasis on Word, Outlook and Excel
- A conscientious, curious and well organized self-starter
- Able to work in a dynamic, fast paced setting with flexibility and creativity
- Outgoing, with strong communication skills, empathetic, good sense of humor and team oriented
- Appreciative of the mission of affordable housing
- Regular access to a vehicle is required to support resident programming across our Arlington portfolio

The internship runs eight to ten weeks, with initial start date on or about Jun 3, 2024. Typical workdays are in-person, Monday through Friday, 40 hours per week between the hours of 10:00 a.m. and 6:30 p.m.

Salary: \$20 per hour

Equal Opportunity Employment

APAH offers equal employment opportunities (EEO) to employees and applicants for employment and prohibits unlawful discrimination and unlawful harassment on the basis of race, color, religion, national origin, gender, age, disability, gender identity or expression, veteran status, marital status, sexual orientation or any other protected classes or categories as defined by federal, state or local laws. This policy applies to all terms and conditions of employment including, but not limited to recruitment, selection, promotion, termination, layoff, recall, transfer, leave of absence, training program participation, compensation and all other terms, conditions and privileges of employment.

APAH is an [E-verify employer](#) and will provide the federal government with Form I-9 information to confirm authorization to work in the US. APAH will only use [E-Verify](#) once a job offer is accepted, following submission of the Form I-9.

For more information about APAH, visit our website at apah.org. To apply, please submit your resume and cover letter to resumes@apah.org. Resumes will be accepted until the position is filled.