

The Community Builders Inc @ Meyers Ridge Townhomes

Resident Service Coordinator Assistant

Nature of organization: The Community Builders, Inc. (TCB) is a mission-driven 501(c)(3) organization focused on building and sustaining strong communities. TCB has been planning, developing, and operating affordable and mixed income housing communities for over 40 years.

Internship title: Resident Service Coordinator Assistant

Positions: 1

Compensation: unpaid

Placement: Fall (Sept-Dec), Spring (Jan-April), Summer (May-Aug)

Duties of intern: The student intern is responsible assisting the Residential Service Coordinator with the overall management of services for residents living in a TCB affordable mixed-income housing community. The Resident Services Coordinator Assistant will be one of the main points of contact for residents, connecting residents with on-site activities and local services, in addition to addressing issues affecting residents' finances, tenancy, and opportunities for youth, and general well-being.

Academic background: HR, Public Admin

Requirements and skills:

- Demonstrate commitment to serving low-income communities.
- Entrepreneurial and creative with an interest in developing and growing programs to improve the quality of life for low-income residents
- Effective communicator: able to engage a wide range of stakeholders in multiple ways: host meetings with professionals and community members, grant writing, newsletters
- Familiar and comfortable with multiple forms of technology
- Education ideally with a focus in Social Work, Urban Planning, Public Health, or a related field

Application procedure: e-mail

Contact: Shawn Thomas, Residential Service Coordinator

Telephone: 412-331-1490

Fax: 412-331-9536

Email: sthomas@tcbinc.org

Address: 901 Gray Street, McKees Rocks, PA 15136

Web address: www.tcbinc.org or www.meyersridgetownhomes.com