

Shepherd Poverty Alliance Job Description

HOUSING WORKS, INC.
Development and Government Relations Intern

Purpose of the Organization/ Program

Housing Works is the nation's largest community-based HIV/AIDS service organization, and the nation's largest minority-controlled HIV/AIDS organization.

In addition to providing health care, housing, job training and legal and supportive services to homeless and formerly homeless New Yorkers, we have full-time advocacy offices in Washington, DC, Albany, NY, and Brooklyn, NY, and a joint advocacy project in Jackson, MS with AIDS Action in Mississippi.

Housing Works is also a leader of the Campaign to End AIDS, a new 50-state grassroots organizing and advocacy network led by people living with HIV/AIDS and dedicated to demanding public and private action to end the AIDS epidemic here in the United States and worldwide.

More information on the web at www.housingworks.org and www.campaigntoendaids.org.

Job Title or Position

Development and Government Relations Intern.

Expectations/ Responsibilities of the Position:

The Intern will work in the Brooklyn, New York headquarters of Housing Works to develop programmatic and advocacy resources in the interest of poor and low-income people living with or at risk for HIV/AIDS.

The Intern will work on fundraising and policy issues regarding public HIV/AIDS, health care, housing and public assistance programs. Fundraising and advocacy work will include a particular focus on the needs of people of color living with or at high risk for HIV/AIDS.

The Intern will work directly with Housing Works Vice President for Development & Government Relations and Director of Grants on researching potential individual, foundation, corporate and government funders; creating a unique donor appeal; and assisting with the planning of a fundraising/advocacy event that includes participation of elected officials and raises awareness of Housing Works advocacy and services for poor people living with HIV/AIDS.

Qualifications:

Excellent writing, reading, analytical and communication skills required. Proficiency with relational databases, internet research, word processing and email required. Proficiency in Spanish and/or languages other than English a plus. Special consideration will be given to applicants living with HIV/AIDS and/or other disabilities, applicants of color, LGBT applicants, applicants who have overcome histories of homelessness, chemical dependency and/or mental

illness, and those with strong family, community, or personal connections to HIV/AIDS and/or homelessness.

Working Conditions:

The intern will work 40-plus hours per week, including some evening meetings. Dress code is 'business casual' for most work, with the exception of business attire for appointments with funders and elected officials. Work will take place at our Brooklyn, New York office and at arranged meetings at nonprofit groups, foundations, schools, and government offices.

Intern will be responsible for housing arrangements and utilizing public transportation to the office. Initial transportation to Brooklyn, NY and final transportation home required.

On-Site Supervisor:

Sawanee Khongsawatwaja
Director of Grants
khongsawatwaja@housingworks.org

For more information contact:
Robert Cordero
Vice President for Development and Government Relations
cordero@housingworks.org

Supervision Plan:

Supervisor will consult daily; meet for one hour weekly; and be available as needed in addition to regularly scheduled staff meetings.

Preparation:

Writing sample(s) required of all applicants. Some background and familiarity with HIV/AIDS, public health and public benefits programs needed. Applicants should have strong interest in fundraising, politics and current events.

Additional Comments:

One position is available for the Summer of 2007.