

Housing Intern

Minimum Preparation for Work:

College student, 18- to 24-years old, who resides or attends school within Escambia County, Florida.

Necessary Special Requirements

Must possess knowledge of spelling, grammar, and punctuation. Knowledge of graphic design and website design. Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel) software programs. Familiarity with Microsoft Access database. Ability to interact and communicate effectively orally and in writing to the public, co-workers, and other partner agencies. Must be able to handle sensitive and confidential information.

Nature of Work:

The City of Pensacola Housing Department is offering an internship for the Summer 2023 semester to a creative college student interest in housing, urban planning, human services, real estate, public or business administration, or a related field.

The intern will work up to 20 hours/week in an office environment. Work hours will be flexible, Monday through Thursday.

Examples of Work:

- Assists with writing, editing, and developing marketing and informational materials for the Department.
- Assists with updating the Department's webpage including information presented on multiple pages addressing the numerous programs administered by the Department.
- Perform research, data collection, and analysis to support market studies, rental comps, and special projects.
- Attend public meetings and take minutes/meeting notes
- Assists with client database management under various programs
- Assists with setting up homebuyer/homeowner program educational training and outreach.
- Assists with general office support to include file set-up and maintenance, mail, preparing documents for destruction, preparing materials for meetings or presentations, copying, data entry, and answering the phones.
- Other related duties as assigned.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment. The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.