POSITION TITLE: Housing Advocate Intern  
DEPARTMENT: Whatcom Homeless Service Center  
SUPERVISOR: Adrienne Solenberger  
HOURS AND COMMITMENT: 4-10 hours/week: flexible schedule; Tuesday 10-12pm availability preferred.

OUR MISSION: To act as a catalyst for positive change, both in the community and in the lives of the people we serve.

POSITION SUMMARY:  
The Landlord Liaison Program works with low income and unsheltered individuals and families who are experiencing barrier to maintaining or accessing housing. The Housing Advocate Intern will assist individuals one-on-one with their housing search needs, connecting with applicable community resources, and identifying action steps to overcome barriers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:  
• Act as a Housing Advocate for unsheltered and/or low income households  
• Ability to connect household members with local resources  
• Attend Housing Lab sessions  
• Help maintain client participation database  
• Attend community partner meetings  
• Assist with social networking and community education presentations  
• Work one-on-one with clients to develop a Housing Action Plan  
• Develop familiarity with RCWs relative to landlord/tenant law and Fair Housing  
• Communicate with and respond promptly to partner landlord’s needs

DESIRABLE SKILLS:  
• Willingness to answer and make calls to tenants and landlords who have rental questions.  
• Ability to engage with a diverse client base  
• A self-starter with an interest in learning about various housing programs in the community  
• A creative problem solver who is looking for solutions that are unconventional  
• Ability to perform web and database research and apply that knowledge to the work you do  
• Organized and detail oriented

PHYSICAL REQUIREMENTS:  
• Sitting, Standing, Walking, Lifting: less than 25 lbs, Carrying: less than 25 lbs
WORKING CONDITIONS:
Work is generally performed in a fast-paced office environment with frequent interruptions. May require travel within the agency’s service area for community networking, meetings, outreach and other job-related activities.

BENEFITS:
- Builds valuable experience for certain university majors (Human Services, Psychology, Sociology, etc.)
- Letters of recommendation can be provided after minimum 6 month commitment

APPLICATION DEADLINE: Open until filled. (Early applications are encouraged. We are looking to fill this position as soon as possible.)

TO APPLY: Apply online at http://www.oppco.org/how-to-help/, please specify you are applying for the “Housing Advocate” position in the application.