

POSITION TITLE: Landlord Liaison Program Intern

DEPARTMENT: Whatcom Homeless Service Center

SUPERVISOR: Adrienne Solenberger

HOURS AND COMMITMENT: 15 hours/week: flexible schedule; Wednesday 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 individuals and families who are experiencing barrier to maintaining or accessing housing. The Program 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
- Work one-on-one with clients to develop a Housing Action Plan
- Attend community partner meetings
- Assist with social networking and community education presentations
- 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 "Position Title" in the "Special Skills" section of the application.