

Title: Program Officer Intern

Job Type: Non-Exempt Exempt

Division: Strategic Planning and Policy

Job Grade: Intern

Reports to: Senior Program Administrator

Job Purpose

Program Officer's role will be to assist with the program research to help track and monitor data outcomes connected to Agency program to better implement housing and community development opportunities. This position is responsible for grants/program research, evaluation, data analysis, and adherence to program guidelines.

Essential Functions

1. Partner with members of the Planning and Policy team to provide administrative and general research assistance and support to assist with the planning and development of Agency housing programs.
2. Update and maintain a database of program outcomes and the impact of Agency funds on households and communities.
3. Review Agency and program guidelines to create new program documents and research tools.
4. Track the progress of grant applications and follow-up as needed.
5. Interface with Agency grant partners to enquire about grantee best practices as needed.
6. Visit program/project sites and internal meetings relevant to position as requested.
7. Perform related duties or responsibilities as assigned or requested.

Job Requirements

1. Ability to complete detailed assignments in a timely and accurate manner.
2. Strong organization skills and attention to detail.
3. Demonstrated verbal, written, and interpersonal communications skills.

4. Ability to work with and adapt to new technology.
5. Ability to work concurrently on multiple projects with varying timelines and meet deadlines.
6. Ability to prioritize multiple assignments.
7. Ability to work independently and in a team environment.
8. Ability to work collaboratively with partner organizations.
9. Proficient with computer software programs, including Microsoft Applications

Education: Intern

Experience:

Knowledge/ Skills: Extensive knowledge of Microsoft Office.

Licenses/ Certifications:

Travel

None Light Frequent Other:

Working Conditions

Physical Demands: Lifting/Carrying Walking Sitting Standing Other