



Project Management Internship Position Description

<p>About Homes First</p>	<p>Vision: Our vision is one of vibrant communities where everyone has a safe and healthy home they can afford, so that they have hope for a better future</p> <p>Mission: We believe everyone needs a home to be successful. Therefore, it is our mission to create and maintain safe, healthy, and affordable rental homes for those who need them most.</p> <p>Since 1990, Homes First has successfully created affordable rental housing in Thurston and Mason Counties, WA. In over 33 years, we have helped close to 5,000 low and very low income community members have safe, clean, and affordable rental housing with a landlord who treats them with dignity and respect.</p> <p>Income from rents and fundraising goes to maintain the housing, provide staff oversight, and help fund future affordable housing projects.</p>
<p>Position Summary</p>	<p>Project Managers are responsible for planning and overseeing projects to ensure they are completed in a timely fashion and within budget. Project management interns support the Project Manager to plan and designate project resources, prepare budgets, monitor progress, and keep stakeholders informed the entire way. This is all completed within the confines of a Homes First’s goals and vision. Project management interns are needed on a wide variety of projects, including construction and rehab.</p>
<p>Location</p>	<p>Homes First, 5203 Lacey Blvd. SE, Ste.A, Lacey, WA 98503</p>
<p>Supervisor</p>	<p>Director of Programs & Assets & Deputy Director</p>
<p>Required Activities</p>	<ol style="list-style-type: none"> 1. Work with Homes First staff to determine and define project scope and objectives on a variety of housing projects 2. Manage resources in an effective and efficient manner 3. Assist in preparing budget based on scope of work and resource requirements 4. Track project costs in order to meet budget 5. Assist to develop and manage a detailed project schedule and work plan 6. Provide project updates on a consistent basis to Homes First about the achievement of strategy, budget adjustments, and progress 7. Monitor progress and recommend adjustments as needed 8. Measure project performance to identify areas for improvement
<p>Qualifications</p>	<ol style="list-style-type: none"> 1. Successful project management interns are detail-oriented and have excellent communication skills. 2. Commitment to a positive, fun and team-oriented working environment. 3. Working knowledge of Homes First mission, vision, and values (upon training). 4. Bachelor's degree in progress in computer science, business, or a related field 5. Proven ability to solve problems creatively 6. Familiarity with project management software tools, methodologies, and best practices in practice 7. Excellent analytical skills 8. Strong interpersonal skills and extremely resourceful 9. Proven ability to complete projects according to outlined scope, budget, and timeline 10. Basic computer processing skills including MS Office and Google Suites required. 11. Proven flexibility and creativity 12. Ability to work as part of a team 13. Ability to pass as WA State background check 14. Commitment to the philosophy of cooperation and continuity across programs 15. Valid Washington State driver’s license and insurable driving record. You will need to provide your own transportation.
<p>Hours and Days</p>	<ol style="list-style-type: none"> 1. A minimum of three months or 120 hours commitment is required. 2. During that time, interns are expected to work between 6-16 hours per week on projects at the Homes First office during normal office hours (9 a.m. – 5 p.m. Monday – Friday) with occasional weekend and evening events. 3. Remote work is also available.
<p>Benefits</p>	<p>Internships with the Homes First are not paid, but offer valuable hands on experience. Course credit may apply.</p> <p>Homes First will pay mileage when required to travel away from Homes First office.</p>