New Directions
CENTER, INC.

EMPOWERING LIVES • EDUCATING THE COMMUNITY • ENDING VIOLENCE

New Directions Center is a non-profit organization working to reduce the impact of intimate partner violence, sexual assault, and human trafficking through survivor-centered advocacy, support services, community education, and awareness.

Job Title: Housing Program Intern
Reports To: Housing Program Coordinator
Internship Term: Summer/Fall/Spring
Location: Hybrid in Staunton, VA
Compensation: Volunteer/Unpaid

SUMMARY

The Housing Program Intern supports the Housing Program Coordinator with client management, housing records management, and other housing related duties.

ESSENTIAL DUTIES

- Maintain and organize housing records, files, and administrative documentation.
- Support personnel file management, data entry, document preparation, and other housing tasks.
- Assist with housing client meeting preparation preparation and compliance-related documentation, including HUD-related files as applicable.
- Help support overall client care and general community understanding of the housing program.
- Answer hotline calls.
- Provide general office and program support as needed.

QUALIFICATIONS

The individual must be self motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires collaboration and communication. This position is best fit for students in **public administration, nonprofit management, public policy, psychology, and accounting programs**.