



Community Refugee & Immigration Services

Job Description: Housing Intern

Program: Resettlement

Reports to: Resettlement
Housing Coordinator

Location: CRIS Office

Type of Position:

- Full Time
- Part Time
- Temporary
- Internship

Hours/Week:

- 40 hours
- 30 hours
- 20 Hours
- Other (15 hours)

**Background Check
Required?**

- Yes
- No

Assist the Housing Coordinator with affordable housing advocacy activities for newly arriving refugees including identifying suitable housing options, submitting applications, and assisting with the creation and implementation of a housing stability report as a means to monitor potential barriers to stability. Gain firsthand experience navigating the intersection of housing as both a competitive business and much-needed social service.

Essential Job Functions:

- Research and identify affordable housing options for refugee clients
- Submit applications and maintain communication with landlords and rental agencies throughout the application and move-in process
- Assist with coordination of temporary housing options and transitions
- Collaborate in creating and implementing monitoring and reporting systems for housing stability
- Assist with housing-related emergency situations

Experience and Skill Requirements:

- Skilled Interpersonal and Intercultural communication
- Strong organization skills, willingness to work in a hybrid environment
- Ability to maintain high performance standards in fast-paced work environment
- Willingness to travel around Central Ohio
- Verbal and Written English Skills

Work Experience and Education Preferences:

- Experience or demonstrated interest working with immigrants and refugees
- Experience or demonstrated interest in working with housing, affordable housing, and/or fair housing