



## Community & Economic Development:

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### Job Description

#### Community & Economic Development Internship

Special Projects in Economic Development, Financial Education and Community Reinvestment

Urban Affairs Coalition

Community and Economic Development (CED) Department

1207 Chestnut Street, Philadelphia, PA 19107

Summer 2020

**POSITION:** Internship with the Community and Economic Development (CED) Department of the Urban Affairs Coalition (UAC). This department builds bridges between low- and moderate-income people and mainstream financial institutions for purposes of community development and individual economic empowerment. Programs include: financial education, foreclosure prevention, employer-assisted housing and impact development. .

**GOALS:** Assist the unit with special projects in financial education, community reinvestment, foreclosure education, employer-assisted housing and neighborhood economic development.

**RESPONSIBILITIES and TASKS:** These will include, but not be limited to:

- following reports and research on Community Reinvestment Act
- managing city-wide Employer-Assisted Housing program
- assistance with coordinating financial education workshops
- research on social health and trauma-informed financial education models
- developing reports on mortgage disparity in Philadelphia
- create marketing and outreach materials
- conduct presentations and programs in community-based organizations
- create program to expand foreclosure education
- develop and retain new community partnerships

**SKILLS REQUIRED:** Intern must have people, communication, organizational and analytical skills. Knowledge about economic development and/or personal financial management, including household budgeting, use of checking accounts, savings strategies and credit management, would be helpful although not required. These skills and knowledge may be further developed on the job. Intern must be able to work with Microsoft Office Suite software programs.



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**LOCATION OF WORK:** CED Department of UAC located on the 6<sup>th</sup> floor of 1207 Chestnut Street, Philadelphia, PA 19107. Remote work is available.

**TERM OF EMPLOYMENT:** Semester or Year

**TIME REQUIRED:** 15 - 30 hours per week, flexible

**COMPENSATION:** No monetary compensation but the internship may qualify for degree credits.

**SUPERVISOR:** Intern will report to Jojy Varghese, Director of Community and Economic Development and assigned to work with the CED Program Coordinator.

**APPLICATION PROCESS:** Email resume, a brief summary of interest, and weekly availability to Jojy Varghese, Director of Community & Economic Development, UAC, 1207 Chestnut Street, Philadelphia, PA 19107, telephone 215-851-1738, e-mail: [jvarghese@uac.org](mailto:jvarghese@uac.org)

*Applications will be considered on a rolling basis. Students can earn course credit. Urban Affairs Coalition is an equal opportunity employer.*