Reno Housing Authority

www.renoha.org

POSITION TITLE: Development Department Intern

JOB LOCATION: Reno, NV

POSITION DESCRIPTION:
The Reno Housing Authority (RHA) is the Public Housing Authority for the Cities of Reno and Sparks and Washoe County. RHA provides affordable housing to low-income persons through Public Housing and Rental Assistance Programs. RHA owns and operates eight Public Housing complexes for low income families. RHA's Rental Assistance Program provides housing subsidies/vouchers to over 2,500 low-income families who live in private housing.

Are you interested in gaining hands-on experience working with a governmental organization? RHA is seeking a motivated student to fill a professional internship position within our Modernization & Rehabilitation Department. This Intern opportunity will be a minimum of 12 months. Only students enrolled full-time for the duration of the internship will be considered.

You will Assist Development staff with:
- AutoCAD Design
- Assist with project specifications
- Conduct surveys of existing properties
- In-process construction inspections

MINIMUM QUALIFICATION:
In order to be qualified, you must meet the following requirements:
- Graduate or Undergraduate student with at least junior standing.
- Demonstrated high academic performance.
- Ability to develop civil drawings and prepare cost analysis for budgeting.
- Must have strong analytical skills and an excellent understanding of Microsoft Word and Excel.
- Applicants interviewed will be required to complete a skills assessment and may be required to demonstrate an understanding of one or more significant RHA handbooks.
- A background check and drug test are required.
- Skills assessment may be required.

HOURLY WAGE: $14.13 an hour

HOURS PER WEEK: Up to 19 hours a week

DESIRED MAJORS: Civil Engineering

HOW TO APPLY: Email a cover letter, resume, and unofficial transcript to hratto@renoha.org