Fair Housing Center of Greater Boston

INTERNSHIP OPPORTUNITY

The Fair Housing Center of Greater Boston, a non-profit organization which works to promote equal housing opportunities for all people throughout the greater Boston area, is seeking a dynamic and self-motivated student to assist with case investigations and public policy research regarding enforcement of fair housing laws.

Possible internship projects include:

- Assist with writing and production of a report on discrimination in the region, including data management, volunteer scheduling and follow up.
- Statistical and community-based research on home sales patterns in target communities.
- Work with the staff to formulate fair housing related policy initiatives regarding Smart Growth and other state housing programs.
- Assist with intake, administration and referral of housing discrimination complaints; including creating and maintaining case files, client intake and follow-up, investigating unit availability and ownership, data management and reporting.
- Assist with case investigative work and report writing.

This internship is an excellent opportunity to learn about the problems of housing discrimination and segregation along with what is being done locally, regionally, and nationally to bring about fair housing. Students will gain experience with case intake and investigation, data analysis, and community outreach. The Center is located in the Downtown Crossing area, convenient to all MBTA lines.

Qualifications:
- Demonstrated commitment to challenging discrimination in all its forms.
- Strong writing and telephone communication skills.
- Independent worker.
- Windows/Office skills necessary, Access preferred.
- Demonstrated library and internet research skills.

Minimum 10-hours/week commitment required, more preferred up to 35-hours/week. For credit and work study arrangements possible.

For more information, contact: Debjani Brahmachari, Finance & Administration Manager at 617-399-0491 x100 or debjani@bostonfairhousing.org

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The Fair Housing Center of Greater Boston is an affirmative action/equal opportunity employer, committed to promoting diversity in the workplace.