

Position Description

Job Title:	Homelessness Solutions Intern
Department/Business Line:	LeSar Development Consultants
Reports to:	Homelessness Team Co-leads
FLSA1 Status:	Part-Time/Full-Time
Compensation:	\$16-20/hour depending on qualifications
Updated as of:	January 2023

Who We Are

Our mission is to end the housing affordability crisis and homelessness. Founded in 2005 by Jennifer LeSar, LeSar Holdings, Inc. (LeSar) has developed a portfolio of three distinct practice areas to address these critical issues:

- **LeSar Development Consultants:** collaborates with leaders in creating large-scale, lasting social change through customized consulting services focused on creating physically, economically, and environmentally resilient communities.
- **Global Policy Leadership Academy:** prepares professionals and civic leaders to advance solutions to intractable societal challenges through a deep commitment to the development of shared knowledge, best practices, and collaboration.
- **LeSar Support Services:** helps clients design, plan, implement, and manage large social-impact initiatives through financial intermediary, case management, community benefit organization liaison and contracting, and grants management services.

Our approach weaves equity into effective solutions that embrace best practices. Headquartered in San Diego, CA with offices in Los Angeles and Sacramento, our nationwide team of over 100 professionals serves a diverse variety of clients in the private, public, philanthropic, and nonprofit sectors. We are a proud WBE and SBE.

Job Description

The Homelessness Solutions team seeks an intern to provide support in the creation of strong, healthy, sustainable communities through the development of thoughtful, strategic, and interdisciplinary public policies. This position will provide the intern with in-depth exposure to an array of disciplines, including homelessness and sustainability policy.

Specific duties for this position may include but are not limited to:

- Completing a special project
- Performing research on relevant subject matter areas and summarizing findings in various report, formats, such as narratives, graphic representations, or verbal and written presentations
- Aggregating and summarizing federal, state, and local policies
- Tracking and reporting on local, state, and national policy issues and relevant news
- Organizing, managing, and synthesizing qualitative and quantitative data
- Providing content and editorial assistance on written reports, summary documents, virtual and in-person presentations, and internal communications
- Assisting with coordination and facilitation of stakeholder and community engagement activities
- Working closely with project managers to manage client requests, update progress reports, and ensure projects are on budget and on schedule

¹ Fair Labor Standards Act

- As needed, assisting with writing and editing content for new business development such as requests for proposals and requests for qualifications
- Performing administrative tasks as needed

Compensation:

Compensation for this position is \$16-\$20/hour depending on qualifications.

Time Commitment and Duration:

The anticipated time commitment for this position is 10-20 hours per week during the school year and 20-40 hours during the summer, however we are open to negotiate a flexible schedule. The intern and supervisor will work together to set the appropriate workload and time commitment.

The duration of the internship will be six months from the date of hire (or two semesters for those still enrolled in school), with a possible option to extend.

Qualifications:

Competitive candidates must have demonstrated 1 year work experience and/or continuous education in one or more of the following fields:

- Homelessness and Housing Solutions
- Homeless Services and Programs
- Homelessness Policy and Systems Change
- Homelessness and Healthcare Integration

Minimum of a bachelor's degree. Competitive candidates will be in pursuit of master's level degree in social work, public health, public policy, or relevant fields.

*Supervision hours will be offered to interns currently enrolled in a bachelor's or master's level Social Work program.

Desired Skills:

Qualified candidates must have proficiency in Microsoft Office (including Outlook, Word, Excel, PowerPoint, etc.), ability perform research and analyze data, effective time management skills, excellent presentation and public speaking skills including group facilitation and briefing, and community outreach and engagement.

Ideal Candidate:

The ideal candidate will be a current student or graduate in one of the topic areas described above and be interested in real world experience and knowledge in the field of housing and homelessness, healthcare, homelessness policy and systems. Ideal candidates will have some knowledge of these principles, and some experience in project management. Exceptional interpersonal and written communication skills, proactive approach to problem-solving, and ability to assist with multiple tasks simultaneously will be crucial to the candidate's success in this position. Demonstrated leadership and collaboration skills are required, as is the ability to work and communicate effectively with diverse colleagues, partners, clients, and members of the public.

This internship provides an opportunity to explore career options, build a resume, enhance professional credentials, and network with top professionals in these fields.

Application Process:

Submit the following materials* to: Krista Phipps, Career Pathways Program Manager at Krista@lesarholdings.com

Cover letter indicating:

- Interest in the position
- Relevant skills and experience
- Available start date
- Resume

**LeSar reserves the right to not review applications that are not submitted in accordance with these application instructions.*

LeSar is an **equal opportunity employer**. Employment decisions are based on needs, job requirements, and individual qualifications without regard to race, ethnicity, religious belief, national origin, gender identity and/or expression, age, disability status, medical history, sexual orientation, marital or family status, past or present military service, or any other status protected by the laws and regulations in the State of California. LDC is also committed to affirmative action in the hiring of staff and encourages employment applications from people who are representative of the culturally and ethnically diverse communities that we serve.