

# Wilder Interns

## Make an **impact**

451 Lexington Pkwy. N.  
Saint Paul, MN 55104  
651-280-2460  
volunteers@wilder.org



**Position:** Special Initiatives Housing Intern  
**Division:** Economic Stability and Aging Services  
**Department:** Special Initiatives  
**Supervisor:** Antonia D. Coleman, Special Initiatives Program Manager

**Overview of Position:** This internship will provide support to Special Initiatives staff in order to increase the intern's knowledge of non-profit housing operations. The intern will learn how to market programs, screen applications, administer subsidies, and build relationships while working with stakeholders. The goal of this position is to expand the intern's knowledge in housing in order to increase their professional marketability upon conclusion of this internship.

**Overview of Program:** Welcome to the team of Economic Stability of Aging and Services (E.S.A.S.), including Special Initiatives. E.S.A.S. includes the following departments:

- Special Initiatives-Designed to provide resources in an upstream manner and, deploy resources into the community that promote stability for households and, promote wealth.
- Supportive Housing Services-Supporting young adults and families from homelessness to housing and stability.
- Healthy Aging and Caregiving Services- Helping older adults and caregivers maintain their health, well-being and independence.
- Childcare & Preschool-Enriching the lives of children, parents and families in Saint Paul.

### **Responsibilities include:**

Administrative Support – Provide administrative and logistical support to programs.

Data management –

- Create and manage spreadsheets/forms/PowerPoints using coding and utilizing Microsoft Office.
- Provide specialized technical support for data and information systems, policies and procedures.
- Ensure appropriate documentation has been received for any rent changes or closings.
- Monitor and maintain data integrity for funder reports.
- Generate reports or queries for billing or reporting purposes as required.
- Maintain appropriate documentation for client files and support staff with file audits inclusive of file auditing as required.

### **Learning objectives:**

- Increase understanding of the core competencies of marketing, screening and administering housing subsidies.
- Experience a nonprofit work environment.
- Learn about Wilder Foundation and our various divisions.

- Learn a new database and the multiple steps necessary for maintenance.
- Increase practical skill with Microsoft Office products and communication abilities.

**Qualifications needed:**

- Ability to interact with and assist people of varying backgrounds, cultures and identities, including race, ethnicity, class, sexual orientation, ability, gender, etc.
- Desire to provide general administrative support to program leadership and staff as required.
- Ability to draft correspondence, reports, and other documents as required.
- Willingness to learn how to process applications and communicate with stakeholders.
- Ability to read, process and understand knowledge of programs and policies.
- Ability and desire to protect the privacy and security of health information and other client information in accordance with the Foundation's privacy and security policies, procedures and practices, and as required by state and federal law.
- Strong written communication and public-speaking abilities.
- Be proficient in Microsoft Office suite, including Word and Excel.
- Experience with marketing and communications and/or event planning is helpful but not required.
- Committed to following all COVID-19 guidelines (masks are required onsite).

**Schedule and location:**

- **Desired start date:** September 2022
- **End date:** December 2022
- **Days of the week:** Two (2) days per week as agreed upon
- **Hours per week:** Up to 16 hours per week as agreed upon
- **Work site:** Worksite will be at Wilder Foundation main office (451 Lexington Pkwy. N. in St. Paul), remotely and at community events.

**Rate of compensation:**

- This position is unpaid.

**Deadline to apply:**

- September 6, 2022

**How to apply:**

- Please send your cover letter and resume to Wilder's Volunteer Services at [volunteers@wilder.org](mailto:volunteers@wilder.org) to apply.