



# Housing Counseling Services, Inc.

2410 17<sup>th</sup> St., N.W. • Suite 100 • Adams Alley • Washington, D.C. 20009  
202-667-7006 • [www.housingetc.org](http://www.housingetc.org)

## **INTERNSHIP ANNOUNCEMENT**

Housing Counseling Services, Inc. (HCS) is a non-profit agency founded in 1972 to provide training, counseling, advocacy and technical assistance to low- and moderate-income tenants, homebuyers, homeowners and the homeless throughout the metropolitan D.C. area. HCS has a team of more than 50 professionals who work jointly to support individuals and groups in preserving housing opportunities, seeking housing solutions and resolving housing problems. Our dynamic teams are dedicated to offering direct service that supports individual and group skill building so that low- and moderate-income individuals, families and communities can take the steps necessary to meet their own housing needs, both now and in the future.

### **HOUSING SERVICES INTERN**

Housing Counseling Services, Inc. is seeking a high school, college or graduate student to serve as a Housing Services Intern for 10-20 hours per week. While this is an unpaid internship, HCS will offer mentorship and skills development assistance to those seeking experience in social services or other related fields.

#### **DUTIES:**

Assist in the administration of numerous HCS program areas including but not limited to programs providing direct assistance to tenants, homebuyers, homeowners and the homeless. Interns also provide support to other staff through office work including filing, database work, answering telephones, making photocopies, assisting with application intake from the general public and other duties as necessary.

The applicant must be flexible, hard-working, dedicated, detail oriented, have the ability to work independently, meet deadlines and be sensitive to the needs of a diverse client population.

#### **HOW TO APPLY:**

Send resume and cover letter to [employment@housingetc.org](mailto:employment@housingetc.org) or by mail to Employment, Housing Counseling Services, 2410 17th Street. NW, Washington DC 20009.