



Human Relations
Department

HUMAN RELATIONS INTERN (Unpaid)

DEFINITION OF WORK

Under immediate supervision, performs routine paraprofessional work in assisting in the planning, coordinating, promoting and implementing Human Relations programs, Landlord/Tenant programs, and Fair Housing programs for the community; does related work as required.

EXAMPLES OF WORK

Assists in coordinating the functions of Human Relations community outreach and mediation programs; observes telephonic and live mediations along with the Human Relations staff; provides technical assistance in witnessing or drafting mediation and conciliation agreements; assists in the dissemination of mediation and conciliation materials as they relate to housing discrimination, race relations, and landlord/tenant rights and responsibilities; assists in the development and implementation of educational and special programs, such as Fair Housing and landlord/tenant trainings; provides technical assistance as the staff and Commission identify sources of conflict in the community and assists in mediating tense situations; assists with office and telephone coverage; other duties, as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Be in active pursuit of a high school diploma, college degree, or graduate degree pertinent to law, social work, political science, religion, or liberal arts from a college or university.

Knowledge, Skills and Abilities: General knowledge of civil and human rights; general knowledge of state and local governmental units; ability to relate to public officials and community activists in a professional manner; ability to present ideas effectively in oral and written form; ability to arrive to work on time and observe all city and office rules and protocols, including office dress codes, computer etiquette, and telephone etiquette.