



## **JOB POSTING**

### **AMERICORPS VISTA INTERN August 2023 through August 2024**

Be a Changemaker! AHC Inc. in partnership with the AmeriCorps provides internship opportunities to individuals who are mission aligned with AHC's purpose. AHC is actively developing affordable, workforce and mixed-income rental housing in Virginia, Washington DC, and Maryland and currently owns over 8,000 apartment units at more than 50 communities. AHC's Resident Services team helps communities thrive by providing its residents with educational and social services programs to help them build more stable and successful lives.

AHC Inc. is seeking a motivated, detail-oriented intern who will focus on data analysis, capturing resident feedback, spearheading resident-centric initiatives, and supporting implementation and adaptation of best practices in service delivery across AHC's Resident Services (RS) four program areas. Activities will include surveying and scanning communities, developing data management plans, and spearheading digital equity initiatives. The VISTA will collaborate with RS team members and work with other staff involved in AHC's portfolio of over 30 housing communities in Northern Virginia.

#### **Objectives & Assignment:**

1. Develop or identify resources that increase capacity and enhance organizational sustainability, efficiency, and effectiveness.
  - a. Finalize AHC's manual for digital equity.
  - b. Research proposal and grant opportunities that allow AHC to adapt and scale successful programs in service-enriched housing.
  - c. Spearhead RS fundraising efforts for increasing resident digital equity and access through opportunity scanning, grant writing, and contributing insight to leadership teams.
  - d. Develop community scans for new AHC properties including Reston and Fairfax Counties.
2. Enhance community and partner engagement to expand affordable housing and/or homelessness services efforts.
  - a. Distribute and analyze Resident Opportunities and Priorities Assessment (ROPA) surveys across target sites using Survey Monkey and leading site team planning sessions around how to implement site change based on the results. These changes could include researching potential partners or recommending staffing shifts to meet the needs and requests.
  - b. Cultivate and identify critical partnerships that allow AHC to create linkages, referrals, and opportunities for AHC's residents and provide logistical support for program development and implementation.

3. Improve the quality of data collection and use in decision-making.
  - a. Collaborate with the RS Manager of Data Analytics to evaluate standardized data entry procedures and protocols for Family Metrics, RS's data tracking system.
  - b. Create and implement a plan to enhance data entry procedures and protocols for Family Metrics.
  - c. Create data entry training for RS leadership and site staff.
  - d. Collaborate with team leads to aggregate and visualize RS data in order to report on vital Key Performance Indicators as established in RS annual business plans.
4. Promote best practices in affordable housing development and/or homelessness services.
  - a. Research best practices and compile information regarding any current program's protocols regarding the creation of trauma-informed spaces.
  - b. Identify the structures needed regarding internal capacity at AHC to fully implement trauma-informed spaces within the agency.
  - c. Deliver recommendations on findings to leadership.

**Minimum Requirements:**

- At least an Associates degree (AA).
- A highly organized individual with strong time management skills and proven ability to organize and manage multiple projects.
- Collaborative workstyle with colleagues and stakeholders across diverse cultures and backgrounds.
- Proficient with Microsoft Office Suite.
- Experience in any of the following areas: Non-Profit Management, Communications, Education, Urban Planning, Social Services, Writing/Editing

**Internship Details:**

Program Start/End Date: August 14, 2023 through August 13, 2024  
Work Schedule: Full Time; Mon, Tues, Thurs onsite and Wed & Friday remote

**How to Apply:**

Accepting Applications: From April 6, 2023 through July 20, 2023

Apply directly with AmeriCorps:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=102194>

Learn more about AHC by visiting our website [www.ahcinc.org](http://www.ahcinc.org).