

JOB VACANCY

POSITION: CED Intern
LOCATION: BRIGHTPOINT/ 227 E. WASHINGTON BLVD.
HOURS: 7:30 A.M. – 5:30 A.M. MONDAY – THURSDAY
7:30 A.M. – 11:30 A.M. FRIDAY
SALARY RANGE: \$ 37,000 - \$39,000

JOB SUMMARY

This internship program provides interns the opportunity to work non-profit officials, as well as take part in co-curricular components to enrich their experience. Participants will partake in a professional internship designed to provide on-the-job training and experience. CED Intern conducts research regarding national trends, best practices and programming opportunities for lending and affordable housing. The position will provide support for current programming related to the operations of the Community Development Financial Institution and Community Housing Development Organization.

JOB DUTIES

1. Conduct research on CDFI and CHDO on best practices to report on findings including recommendations or alternative proposals for actions on opportunities for advancing Brightpoint's mission.
 2. Develop project and program proposals to support community economic development initiatives.
 3. Coordinate and support efforts to inform public on current programming to grow participation. Writing copy for social media platform posts.
 4. Collect data to develop reporting on current progress meeting Division's annual goals along with data entry in Salesforce.
 5. Travel to Columbia City a minimum of once per week to support Housing Manager on leasing applications, recertification of current residents and coordination of maintenance services.
 6. Support Fiscal Department a minimum of once per week on weekly/monthly claim auditing, sorting/filing/organizing, copies, etc.
 7. Supports the CED Office with various administrative tasks.
 8. Performs other special projects and other duties as assigned or required
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SKILLS AND QUALIFICATIONS

1. High school graduate with some college courses completed.
 2. Academic work in related field
 3. Excellent oral and written communication skills
 4. Ability to analyze data sets related to discipline
 5. Ability to build relationships, establish credibility, and influence leaders at all levels
 6. Ability to multi-task.
 7. Proficiency in Microsoft Office
 8. Eager to learn and work with various departments in the organization
 9. Ability to work both independently and in a team environment.
 10. Ability to review and make recommendations on proposed changes to relevant policies and procedures
 11. Ability to maintain confidentiality
 12. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.
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DATES FOR INTERNAL POSTING: FROM 2/14/23 TO 2/28/23

TENTATIVE DATES FOR EXTERNAL POSTING: 2/20/23 TO 3/10/23

APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY

**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213
APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN
8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY
OR VIA THE INTERNET AT www.mybrightpoint.org**