

The Housing and Community Development Authority is accepting resumes for a Governor Intern position in the Community Programs Department.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Taura Edwards at TaEdwards@IHCDA.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594252 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCDA's Indianapolis headquarters and applications are being accepted February 17, 2015

Please see next page for job description.

Our Mission: IHCDA helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCDA is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

**Community Services Block Grant
Indiana Community Needs Assessment Internship Opportunity
PCN 10050479**

Community Programs Department Overview: The Department of Community Programs provides statewide oversight and administration for the following programs and grants: Low Income Home Energy Assistance, Weatherization Assistance, Community Services Block Grant, Individual Development Accounts, the Housing Choice Voucher Program, and Homelessness Prevention Initiatives. Executive Leadership for the Department is Donna Billiard Wright, Chief Community Programs Officer.

Weatherization Assistance Program (WAP): WAP provides energy conservation measures to families at or below 200 percent of the federal poverty level. The program is funded by the Low Income Home Energy Assistance Program that is funded by the US Department of Health and Human Services and the Department of Energy.

Low Income Home Energy Assistance Program (LIHEAP): LIHEAP provides utility assistance to low income families at or below 150 percent of the federal poverty level. The program is funded by the US Department of Health and Human Services.

Indiana Home Energy Assistance Program (State EAP): State EAP provides utility assistance to low income homeowners at or below 150 percent the federal poverty level. The program is funded by mortgage foreclosure prevention funds that have been allocated through the Attorney General's Office.

Duties of the Intern: The intern for Community Programs will complete the following task associated with the research and program implementation:

- Analyze various types of energy education programs from other states
- Identify partnership opportunities for the state office and local agencies
- Identify opportunities to incorporate utility information into the new programs
- Collect and analyze data from the local service providers in the implementation of the new energy education program
- Assist with and perform trainings associated with the implementation of the new energy education program

Knowledge, Skills and Abilities: The intern should possess the following knowledge, skills and abilities for this project:

- Understanding of federally funded low-income programs
- Qualitative and quantitative program evaluation
- Ability to read and interpret federal and state legislation
- Facilitate group discussions and committee meetings about the new initiative
- Develop goals, objectives, and evaluation tools to accomplish program goals
- Ability to analyze qualitative and quantitative research