



Part-Time Summer CoC Intern Position Description

Position Summary

The George Washington Regional Commission is seeking a Continuum of Care (CoC) intern to provide temporary staffing to the Fredericksburg Regional CoC over Summer 2021. The Fredericksburg Regional CoC is the network of community organizations working together to address homelessness within the City of Fredericksburg and the counties of Caroline, King George, Spotsylvania, and Stafford. The mission of the CoC is to prevent and end homelessness by developing, supporting, and promoting a coordinated system of human services and housing opportunities in the Greater Fredericksburg Region.

Principal Duties and Responsibilities

- Helps coordinate general membership, CoC Board, and committee/working group meetings, including maintaining distribution lists, scheduling meetings, sending meeting notices, and completing meeting minutes
- Maintains the website, sends monthly newsletters, and manages social media accounts
- Helps prepare and submit required data and reports
- Helps coordinate collaborative application funding processes on behalf of the CoC
- Performs other duties as assigned

Qualifications

- Excellent organization and attention to detail
- Ability to maintain effective relationships with co-workers and partner organizations
- Ability to work as a member of a team but also independently, with minimum supervision
- Strong analytical, writing, and communication skills
- Ability to collect, analyze, and interpret data, preferred
- Computer proficiency and experience with Microsoft Office
- Experience with WordPress, MailChimp, and social media, preferred
- Knowledge of the homelessness response system, preferred

Position Details

- Part-Time: 15-20 hours per week with flexible scheduling available
- Temporary Summer Position: April/May – June/July 2021 (Flexible)
- Hourly: \$15-\$17 per hour

George Washington Regional Commission is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer/Affirmative Action Employer, making a decision without regard to race, sex, national origins, disability, age, color, low-income, or limited-English proficiency.