



APPLICATION FOR INTERNSHIP

ABOUT US

Virginia Housing and Community Development Corporation (VHCDC) is working to promote and support entrepreneurship, to advance entrepreneurship education and training, to promote entrepreneurship-friendly policies, to connect disadvantaged small businesses to capital and credit, and to facilitate the commercialization of new technologies and services by small, women, and minority-owned businesses which have great promise for improving the economic welfare of our region.

VHCDC is working to assist economically and socially disadvantaged individuals to achieve self-sufficiency, to improve urban and rural housing conditions, to advance housing design and development, to promote people-friendly housing policies, and to better facilitate the commercialization and implementation of new, environmentally-friendly technologies by entrepreneurs and others which have great promise for improving housing construction and maintenance in our region.

VHCDC is a privately funded, non-profit organization based in Portsmouth, Virginia. The organization is organized as a 501(c)3 charitable corporation. The empowerment-based mission of VHCDC is being realized through its support of entrepreneurship and its innovative approach to making a difference, both here in Hampton Roads and throughout our nation.

VHCDC is seeking interns for a wide variety of positions, with work in business/economic development, fundraising/philanthropy, non-profit administration, and internet/e-commerce.

AREAS OF FOCUS

Business Development – Individual(s) will assist VHCDC staff to enable disadvantaged small business owners to develop their business plan(s). Work may include, but is not limited to, conducting market research, conducting on-site/telephone interviews, analyzing competitor strengths and weaknesses, writing executive summaries, and developing financial projections/forecasts.

Education/Training – Individual(s) will assist VHCDC staff to conduct research, review laws and regulations, conduct interviews, and develop training materials on homeownership and landlord/tenant issues.

Fundraising/Philanthropy – Individual(s) will assist VHCDC staff to research, design/develop, and implement a variety of fundraising initiatives enable and support our business and housing development goals.

Internet/Website Design – Individual(s) will assist VHCDC staff to research, design/develop, and implement a variety of marketing, outreach, and visibility strategies, including the design and development of internet applications, graphic design, blogs, and initiatives that support business development and online fundraising activities.

SKILLS

Business Development –Upper/mid coursework in business (marketing, accounting, management).

Education/Training – Upper/mid coursework in public administration, social work, or business.

Fundraising/Philanthropy – Coursework in public administration, social work, or business.

Internet/Website Design – Coursework and experience in computer programming, databases, networking, or website design.

Note: All positions require excellent communication skills, strong proficiency with Microsoft Office applications (Access, Excel, Outlook, PowerPoint, Publisher, SharePoint, Word) and exceptional knowledge and experience with Internet applications, online media, and web portals. Additionally, we seek individuals with a solid work ethic, good sense of humor, strong willingness to learn, and sense of urgency. Individuals must be self-motivated, highly organized, and able to meet deadlines.

DEMOGRAPHICS

Location: Hampton Roads (Virtual Office), Virginia, USA

Start Date: Flexible

End Date: One (1) Year

Languages: English, Spanish

Paid or Unpaid: Unpaid

Benefits: Tuition Assistance and/or Stipend, based upon performance and funding availability. Additional benefits TBA

Deadline: Applications considered year-round. Openings based upon project needs and timetables.



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INSTRUCTIONS

1. All applicants must submit a completed application, current resume, and three (3) letters of recommendation
2. Applicant must be at least 18 years of age on or before the first day of internship
3. Applicant must be a United States citizen, in good standing
4. Applicant must be enrolled in an undergraduate or graduate program at an accredited college/university or trade school

AVAILABILITY

I am available from _____ 20 _____ thru _____ 20 _____

APPLICANT INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Cell Phone (_____) _____ Secondary Phone (_____) _____

Email Address _____

Current Address _____ Apartment/Suite _____

City _____ State _____ Zip Code _____

Permanent Address _____ Apartment/Suite _____

City _____ State _____ Zip Code _____

Are you a U.S. citizen? Yes No Date of Birth _____

Are you licensed to drive in Virginia? Yes No License Number _____

EDUCATION

Current College/University/School _____

Major Field _____ Expected Graduation _____

AREAS OF INTEREST

Please state, in order of preference, the operational areas and/or programs that most interest you.

CERTIFICATION

My statements on this form and any attachments are true, complete and correct, to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application and/or immediate dismissal from the program.

Signature _____

Date Submitted _____