

**POSITION TITLE:** Community Mediation and Resolution Center Intern

**EMPLOYEE GROUP:** Temporary

**DEPARTMENT/DIVISION:** Housing and Human Services

### **SUMMARY**

The Community Mediation and Resolution Center provides conflict resolution, housing retention, and many other critical services to City of Boulder and Boulder County residents. As CMRC intern, you will play an integral role in helping us track housing court outcomes and report out to the community on eviction statistics and trends. Learn about the court structure and process and see Boulder's right to counsel program serving tenants at risk of losing their housing. Additionally, you will support local government putting money back in the hands of over 800 households through the annual Food Tax Rebate program. Play an active part in the redistribution of tax dollars and gain valuable experience in working with and for the community!

This temporary position with the City of Boulder is part of the Housing and Human Services 2023 Youth Internship Program. This six-week (or 120 hours) internship, sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

### **Pay for this position is \$20/hour DUTIES AND RESPONSIBILITIES:**

- Support the Eviction Prevention and Rental Assistance team in tracking housing court outcomes on Friday mornings
- Monitor and improve data collection and quality efforts.
- Assist in the review and approval of Food Tax Rebate applications, ensuring completeness and accuracy of info.
- Attend project meetings and team, departmental, interdepartmental and partner meetings.
- Learn or participate in other department areas to understand the broader department scope.
- In office on Wednesdays and Fridays

### **MINIMUM REQUIREMENTS:**

- High school junior by June 2024 Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
- Familiarity and/or comfort using Microsoft Office Products, including Office 365, Excel and Word

### **PERSONAL QUALITIES & CHARACTERISTICS**

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details
- Good verbal and written communication skills
- Strong organizational, prioritization and time management skills
- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

**ACCOMMODATIONS:** Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.