

BROOKLINE HOUSING AUTHORITY GRADUATE FELLOW PROGRAM

The Greater Boston Area is home to several graduate school programs that provide excellent training of students in the fields of affordable housing and community development. Individuals in these programs tend to be well-educated, highly-skilled, and highly-motivated. These individuals usually overlook Local Housing Authorities (LHAs) as sources of internships, fellowships, research projects, and future employment. However, LHAs can provide fitting opportunities for young, talented people interested in affordable housing and community development. LHAs possess many attractive resources for emerging young professionals including stable employment, good benefits, leadership opportunities, extensive financial resources, multiple programs, strong community ties, large resident populations, and extensive real estate portfolios.

The Brookline Housing Authority (BHA) is a leading LHA in Massachusetts. It established ambitious Strategic Initiatives in its 2014 Strategic Plan. The BHA's existing staff is occupied with their specific job duties. The BHA will benefit from hiring Graduate Fellows who can support the Executive Director (ED) and the entire BHA in pursuing the Strategic Initiatives as well as with miscellaneous finite tasks. The BHA's Graduate Fellow program will serve the LHA community in general by encouraging and training talented young people to pursue careers with LHAs.

QUALIFICATIONS

- Bachelor's degree or the equivalent.
- 1-3 years' work, volunteer, and/or intern experience in relevant fields.
- Enrollment in, or recent graduation from, a graduate program in affordable housing, urban planning, law, real estate, community development, or similar field.
- Very strong verbal and quantitative skills.
- Strong desire to pursue a career in affordable housing or related fields.
- Excellent letter of interest, resume, work samples, and references.

TERM OF EMPLOYMENT

Six months, one semester, or one season, e.g. summer. Renewable for additional terms upon mutual agreement of the BHA and the Graduate Fellow.

COMPENSATION

Hourly rate equivalent to a starting, full-time salary at the BHA.

HOURS

At least 8 hours per week. Not to exceed an average of 18.75 hours per week. Work generally shall be conducted at the BHA's offices, with exceptions for off-site research projects.

EMPLOYMENT STATUS AND BENEFITS

- Regular employee of the BHA. Issued a W-2 at year end.
- Fellows shall not be union members, shall not receive health insurance, and shall not qualify for the state retirement system.
- Fellows shall not accrue vacation, sick time, etc., nor be paid for holidays.

TRAINING, WORK PLAN, AND SUPERVISION

- Fellows shall take part in 20-40 hours of training upon commencing their term, to be supervised by the ED and other staff. Training will expose the Fellow to most aspects of the BHA's programs and functions.
- Upon completing training, a Fellow and the ED shall create a work plan outlining projects and duties for the Fellow's term of employment. The work Plan may be revised depending on the BHA's evolving needs and the Fellow's skills and interests.
- Fellows' duties generally will not take the form of assisting full-time BHA staff with their routine, existing duties.
- Fellows initially shall be supervised by the ED. Fellows and the ED generally will meet at least once per week to review ongoing work and progress on the Work Plan.