



Greater Fredericksburg
Habitat
for Humanity®

We build strength, stability, self-reliance and shelter.

Internship Description: **Homebuyer Services Intern**

Looking for an internship opportunity that offers real world, hands-on experience and learning opportunities? Want to work with a community-centric nonprofit that changes lives, one family at a time? **The Greater Fredericksburg Habitat for Humanity** is now seeking a Homebuyer Services Intern, to begin spring semester, 2021.

Areas of study:

Human services fields, sociology, legal studies fields, finance, and related areas of study

Responsibilities and learning opportunities of internship:

- Our Homebuyer Services Intern will report directly to our Director of Homebuyer Services
- Assist in electronic setup for homebuyers with Habitat for Humanity
- Assist in record-keeping, including hard copies and digital copies in homebuyer services softwares
- Hands-on experience with helping potential homebuyers understand and navigate the qualification process

Anticipated schedule

Due to restrictions surrounding the ongoing pandemic, the Greater Fredericksburg Habitat for Humanity is seeking to offer internship hours that will accommodate remote internship tasks, when possible. However, some aspects of this internship need to be performed in-person, so a hybrid schedule is likely. Typically we require interns to commit to 5-7 hours per week.

How to apply

Submit complete application package via email to our Volunteer Coordinator, jill.clare@fredhab.org. Complete application package includes:

- Current resume and/or CV
- Cover letter, addressing why you are a good fit for the internship, and what you hope to gain and learn from the opportunity.

Deadline

Please submit your application package by mid-November, 2020, in order to be considered for the opportunity. GFHFH is typically able to offer three active internships each semester, so the process can be competitive.

Prospective applicants will be interviewed prior to spring semester 2021.