



419 Cherry St., Lansing, MI 48933 Telephone: (517) 487-6550 Fax: (517) 487-6977

Position Requisition: Intern

The Lansing Housing Commission is seeking a Project Management Intern to assist in completing a Capital needs assessment and other short-term projects throughout the organization. The Intern selected must have the following skills and/or experience level to perform the tasks assigned.

The Intern should possess the ability to work with minimal supervision, be detailed oriented, work comfortable within Microsoft Office specifically Word and Excel and possess strong interpersonal skills. The work hours will be flexible and require local travel in a 15-mile radius having your own transportation is a must.

This is a part-time position reporting to the Accounting Specialist although all the assignments will be generated from the Executive Directors office. Please send all resumes and cover letter to the Executive Director's email dfleming@lanshc.org. The salary for this position is \$15.00 /hr.

