



Job Posting

Position: St. Cloud/ Central MN Continuum of Care Intern (part time, flexible)
Location: St. Augusta, MN
Exempt Status: Non-exempt, hourly position
Pay Rate: \$15.00/hour

This is a short-term, temporary intern position. Funding has been secured for a minimum of 3 months with the possibility of a longer term as new funding is obtained.

Organization Background:

Central Minnesota Housing Partnership (CMHP) is a leading regional non-profit affordable housing organization committed to preserving, improving, and increasing the affordable housing stock in Central Minnesota. We serve a 16-county service area and are active in multi-family development/ownership, property management, rental and owner-occupied rehabilitation programs, and the Central MN Continuum of Care (CoC) and Coordinated Entry System (CES). We offer a competitive salary, excellent benefits package and a fun, creative work environment.

St. Cloud/Central MN Continuum of Care (CoC) Background:

The Coc is a Federally mandated program under the Department of Housing and Urban Development (HUD). The St. Cloud/Central CoC covers the counties of Cass, Crow Wing, Morrison, Todd, Benton, Sherburne, Stearns, Wright, Chisago, Isanti, Kanabec, Mille Lacs, and Pine. The CoC is the planning body tasked with establishing and operating a system to prevent and end homelessness in Central MN.

Major Areas of Responsibility

- Conduct needs and gaps analysis of Central MN Homeless Response System
- Run reports and conduct analysis of the resulting data
- Create reports and spreadsheets
- Research statewide and national program best practices
- Participate on HMIS/Data Committee
- Collaborate with Central MN CoC Coordinator and Coordinated Entry Manager
- Other duties as assigned

Job Requirements

- Proficient with Excel
- General knowledge of Microsoft Office 365 and Adobe
- Skilled with data analysis
- Ability to research programs and information using the internet
- Excellent oral and written communication skills
- Excellent organizational skills and attention to detail
- Must be able to work a flexible schedule
- Must be able to sit for extended periods
- Must be able to work onsite (not a remote position)

Preferred Experience

- Persons with previous lived expertise of homelessness are encouraged to apply

Application Instructions

A cover letter and resume may be submitted until April 28, 2023 at 4:30 pm. Please address cover letter and resume to Jason Krebsbach and submit in one of the following ways:

- Email to jason@cmhp.net: please reference job title in the subject line
- US Mail to: Central MN Housing Partnership, Inc.
Attn: Jason Krebsbach
24707 County Road 75
St. Augusta, MN 56301