

Entre Nous Femmes Housing Society 2023 Internship Program

ABOUT ENTRE NOUS FEMMES HOUSING SOCIETY

Entre Nous Femmes Housing Society (ENFHS) is a charitable not-for-profit housing organization that began almost 40 years ago by three single mothers looking to create more affordable housing for families like theirs. As one of Canada's first women-led charitable housing organizations, we are committed to enhancing people's lives, particularly the lives of women, single-parent families, and other equity-deserving groups, by creating communities that provide affordable, safe, and secure housing.

We currently serve over 1000 low-income women, children, single-parent families, seniors, and people with disabilities across 409 affordable rental homes in eleven properties in Vancouver, North Vancouver, and Surrey.

Over the next five years, we plan to double the number of homes and people we serve. We are working on several development projects and partnering with various government, non-profit and consultant teams. We are also exploring innovative ways to fund and finance affordable housing and provide better connections and support to residents.

This internship opportunity will prioritize applicants from diverse backgrounds, especially from equity-deserving groups. There is one internship position available from May to August, and the internship will be in a hybrid role, with remote and in-person work in Vancouver.

INTERNSHIP PROGRAM

The program enables university students to gain valuable hands-on experience in the non-profit affordable housing sector and planning, development, housing policy and engagement. Project assignments will allow the intern to develop a broad range of skills and knowledge to supplement their academic experience. The internship is an excellent opportunity to be exposed to "real world" planning problems in developing affordable housing and to understand the perspectives and operations of the non-profit housing sector. The experience will help build skills and knowledge transferable to the intern's chosen career path, whether in the public, private or non-profit sectors.

Interns will be working with and mentored by the CEO, a certified professional planner with over twenty years of experience in planning, engagement, public and non-profit sectors, and funding and financing. The intern will also work directly with diverse consultants, non-profit and private sector partners, funders, investors, and community members. They will also be invited to participate in staff gatherings and site visits.

The internship will provide training on the development process, project management, non-profit decision-making, and board governance. The intern will also offer an opportunity to take additional training from the BC Non-Profit Housing Association (BCNPHA) to further their understanding of the affordable housing sector and attend the BCNPHA RENT Vancouver conference on May 25.

Examples of project assignments include:

- Strategic Real Estate Portfolio Plan
- Partnership and Amalgamation Plan
- Affordable Housing Community Bond Project
- Resident Engagement Plan
- Supporting the project management of current development projects
- Supporting the response to affordable housing Requests for Proposals

We are open to working with the intern to determine the projects and activities best fit their interests and learning objectives.

REQUIREMENTS & REMUNERATION

To apply to the internship program, applicants must meet the following requirements:

- Students pursuing post-secondary education. This position is most suitable for students in a Masters/Post-Graduate program or their final year of undergraduate studies. Students pursuing a certificate or diploma program are also encouraged to apply.
- Must be fully vaccinated against COVID-19 before commencing work.

ENFHS supports and prioritizes gender equity and the development of leaders from equity-deserving groups and those with lived experience. We encourage women, gender-diverse groups, Indigenous, people of colour, people with a physical disability and those with lived experience in social or co-op housing to apply.

ENFHS is a Living Wage Employer, and for the 2023 program year, the intern remuneration is \$25 per hour for up to 35 hours per week. The internship start date is May 1, 2023 – August 25, 2023, and is negotiable.

Work will occur remotely and in person at least one day a week from ENFHS's head office in Vancouver. The intern can also work in person at ENFHS's head office for additional days a week or full-time.

INTERNSHIP APPLICATION FORM

PERSONAL AND ACADEMIC INFORMATION

Full Name:

Email:

Cellular Number:

Self-Identification:

Current School:

Current Program/Major:

Internship Availability:

From:

To:

QUESTIONS:

What interests you about the planning, development and/or non-profit field?

What is your motivation to apply to this internship and what is it about your organization that interests you?

What are your learning expectations from a placement with our organization?

What do you hope to have achieved upon completion of your internship?

What are the supervision and reporting requirements as dictated by your university/program?

What relevant experience or knowledge do you currently have that may support your position at ENFHS?

Is there anything else we should know about you?

APPLICATION INSTRUCTION

Application Deadline: Monday, April 17, 2023

Interviews: Friday, April 21, 2023 (MS Teams or in person)

Internship Dates: May 1, 2023 - August 25, 2023 (negotiable)

Interested candidates should submit the following documents in PDF format:

1. Completed application form
2. Cover letter
3. Resume
4. Writing sample (2 -3 pages)

Please put "*Internship 2023*" in the subject line, and address it to Lilian Chau, CEO at HR@ENFHS.CA.

Please Note: All applications and supporting documentation must be completed before the application deadline. Only complete applications will be considered. Only those selected for interviews will be contacted. Two references are required for all interviewed candidates.