

**Marion County
Volunteer Job Profile**

**Job: Housing Assistance Intern
Department: Housing Authority**

Contact

Jonathan Baker
Housing Authority
555 Court St NE
Salem OR 97301

day: (503) 373-4448
Fax: (503) 373-4439

Job Location

Courthouse Square
555 Court St NE
Salem OR 97301

Job performed at this location
Personal transportation required
Convenient to public transportation

Qualifications

Must have basic computer and math skills, be able to perform data entry, and possess acceptable communication skills.

Duties

Duties may include some or all of the following: obtain required applicant/tenant verifications, interview clients to determine eligibility, calculate amount of subsidy, enter correct data in computer, conduct phone surveys and interviews, customer service, answering a multi-line phone, filing, scanning, faxing, and copying. All duties include handling confidential and sensitive information, so strict adherence to Marion County Housing Authority's confidentiality policy is required.

Requirements

Minimum age: 18
20.00 hours per week
Preferred work sched: days/flexible
Background Check: required
Drivers License Check: not required
Vehicle Insurance: not required

Training:

On-the-job training provided.