



Urban Studies

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: OHL Internship Program

Type: Internship

Organization Description:

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The selected intern(s) will work on one or more projects under the guidance of staff members and also independently, depending on the specific project(s).
- Interns will be expected to provide support to the CEO and board of OHL in administering planning and zoning cases and updating them on city plans
- files, documents and maintains records in accordance with city policies that directly affect OHL
- conducts outreach activities with neighborhoods
- provides assistance on projects pertaining to city facilities
- assists with preparation of annexation petitions and other documents related to land use and development
- perform a variety of professional duties in support of OHL.
- Answer questions and provide information to the public; research information and assist higher level planning staff with inquiries pertaining to current or comprehensive planning.
- Research, collect, compile, record and summarize technical data; assist higher level planning staff assemble documentation for projects and presentations.
- Assist higher level staff in the implementation of the geographic information system (GIS) by performing research, data entry and site inspections.
- Assist in the enhancement of the department's record keeping system by organizing and computerizing files
- Participate in a variety of special projects as assigned.
- Assist program and curriculum developer with program determination and outcomes based on zones and district
- Attend partnership meetings with the CEO of OHL to determine placement and funding options for selected programming

QUALIFICATIONS AND SKILLS:

Education & Experience

- Experience working with Microsoft Office Suite
- Prior experience preferred on urban studies or related field
- Have obtained or be working towards a Bachelor's degree on urban studies or related field



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Knowledge, Skills, & Abilities

- Excellent written and verbal communication skills
- Judgment and decision making
- Critical thinking
- Active listening
- Reading comprehension
- Analytical skills

VALUE-BASED BEHAVIORS:

- Able to work well in a team environment
- Ability to work with diverse groups of people
- Integrity
- transparency

HEALTH STATUS:

- If working onsite: must provide proof of a Negative COVID-19 test

PHYSICAL AND MENTAL DEMANDS

Physical Demands:

- Be able to sit for long periods of time in front of a computer
- May require walking while performing outreach activities

Mental Demands:

- N\A

BACKGROUND CLEARANCE:

- N\A

Time Commitment:

- Minimum 15 hours per week
- Minimum of 6 month commitment preferred

TRANSPORTATION:

- N/A



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SALARY:

- Unpaid
- College credits may be arranged
- Work experience at an established nonprofit organization

CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical