



Policy and Planning Department – Internship Announcement

Application Deadline:

Spring Semester: January 20, 2021

Summer Semester: April 1, 2021

Internship available in: Fall, Spring, and Summer semesters

Hours per week: 12-20 (depending on the program)

Stipend: Unpaid with potential stipend (paid at the end of the semester)

Eligibility: undergraduate and graduate students (see below for eligible areas of study)

South Alamo Regional Alliance for the Homeless (SARAH is the US Department of Housing and Urban Development (HUD) Designated Continuum of Care (CoC) and a 501 C(3) organization. SARAH's vision is:

“to prevent and end homelessness in San Antonio/Bexar County”, and its goal is to “make homelessness a rare, brief, and a nonrecurring event”.

SARAH offers students from a wide variety of academic specializations exposure to nonprofit work environment and research-supported program development and assessment that can be applied to their work. Regardless of academic focus, students interested in learning more about how their area of study can be applied to grant management and tracking, community building, local funding competitions, federal housing policies, and policy research can apply to/and benefit from this internship opportunity.

Students accepted into the program will spend one semester with SARAH (currently we work remotely) for a duration of 10-15 weeks on a part-time basis (12-20 hours per week) and must use their own computer for the internship. The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in employment with the Company. The education received by the Intern from the internship is for the express benefit of the Intern. The Intern will receive direct and close supervision by an appropriate supervisor.

The Policy and Planning Department at SARAH manages federal grantee support, drives the CoC governance structure, ensures the CoC maximizes HUD funding opportunities, and leads collaborative efforts within the CoC. Within the department, interns will primarily support grantee cultivation, conduct policy analysis, and provide administrative support. Students also may engage in event support, goal tracking, and technical assistance. Interns will attend staff meetings and may present their work to our governance oversight committees and working groups.

To apply, students must meet all eligibility requirements, determine (with their academic advisor, and the internship supervisor) their workplan, and submit a



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resume and a short statement of interest to Chelsey Viger, Director of SARA's Policy and Planning Department, at ChelseyViger@SARAHomeless.org.