

Drew Lewis Foundation
Springfield Way Internship Description
Summer 2024

Housing Specialist

The Housing Specialist will research area landlords and property management companies with the end goal of ensuring coaches have a list of repudiable housing options to refer to members. This role will be responsible for connecting with the approved parties to foster a relationship between the housing entity and RISE.

This individual must be:

- Willing to be flexible with assignments and work hours
- Willing to work with others
- Able to function well in a high-paced environment
- Willing to receive feedback on work
- Able to meet deadlines
- Proficient writing skills

The Drew Lewis Foundation hours are Monday through Friday, 9 AM – 5 PM. On Thursdays, the foundation stays open until 7:30 as Thursday nights are when programs are held. There is a community dinner that happens right before programs. The intern must be able to work until 7:30 pm at least two Thursdays a month with preference given to those available every Thursday evening.

If you would like to learn more about the Drew Lewis Foundation, please visit, <https://drewlewis.org/>.

If you have any questions or concerns, please email info@drewlewis.org.