

Housing Program Manager

(Remote Mentoring and Supervision)

Ref: PMHS 004-VS Closing Date : Open till filled.

About American Recovery Trust Corporation

The corporation was established in September of 2019 as a 501(c)(3) corporation. The corporation's primary mission is to collect and distribute funds to descendants of enslaved Americans, Funds will be available to qualifying descendants for programs and services that will improve their lives including but not limited to education, housing, health services, nutrition business, returning citizens support, legal support, addiction rehabilitation, behavioral counseling, daycare, eldercare, and others. Fund sources are donation primarily from corporations that used or profited from slavery.

We offer interns meaningful responsibilities and experience.

Duties and Responsibilities

Develop independently strategies for creating and maintain low income and affordable housing: public and private.

Identify factors necessary to create communities and neighbor interactions

Identify psychological affects and impacts of the environment, colors, space, meeting and recreational areas, vegetation, roads, paths and other amenities.

Obtain contracts, policies, tenant mix and documents of successful housing developments in sufficient quantity and detail that others may duplicate the successful housing project.

Requirements

Proficient with MS Office Word and Excel.

Strong people skills.

Ability to listen, compromise, and proficiency in writing and oral communication

Excellent organizational skills.

Ability to meet deadlines.

Ability to work independently and research solutions and strategies with minimal supervision.

Capable of having remote supervision via Skype.

Preferred

Majors in Architecture, Urban Planning Psychology, Sociology Business Management, Public Administration or have a strong interest in these fields Be able to have or learn to use software that will be able to draw site plans.

Capability to host virtual meetings: Zoom, Facetime, WeChat, Skype or others.

Compensation: Intern applicants willing to accept unpaid positions will be given priority consideration.

Contact: Submit resume to Ron@americanrecoverytrust.com with cover letter stating most relevant courses completed and monthly payment desired or willingness to accept unpaid position.