



## **The Office of the Tenant Advocate –Summer Internship Program Announcement**

The District of Columbia Government Office of the Tenant Advocate (“OTA”) seeks energetic and detail-oriented college students to join its internship program to provide support in its Education and Community Outreach Branch. OTA’s internship program strives to provide participants the opportunity to observe and contribute to the work place, gain practical work experience, and develop networking opportunities with members of the organization. A successful candidate must want to work in a fast-paced, collaborative environment that often requires multi-tasking while at the same time maintaining a high level of attention to detail.

### **Tasks and Duties**

OTA has a broad and energetic housing practice. The four main objectives of the agency are legal advice and representation, policy advocacy, education and outreach, and emergency housing assistance. Intern responsibilities in the Education and Community Outreach Branch include tenant community advocacy, literature initiatives, Renters’ Rights presentation support, OTA website support, and social media support.

This is an 8-13 week program that will begin on June 1, 2020. Participants must be available to work on-site for forty (40) hours per week.

### **Qualifications**

The ideal candidates will have the following qualifications:

- Excellent organizational skills with attention to detail;
- Ability to multi-task and prioritize assignments;
- Effective oral and written communication skills;
- Strong interpersonal skills;
- Interest in attending community meetings;
- Strong familiarity with social media platforms (including Facebook and Twitter); and
- Ability to work both independently and in collaboration with others.

### **Salary and Benefits**

This is a non-paid internship opportunity. Externship credit is available.

**To Apply**

Please send a cover letter, resume, and writing sample to [interns.ota@dc.gov](mailto:interns.ota@dc.gov). OTA values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. Applications will be accepted on a rolling basis.