REVERE HOUSING AUTHORITY



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Executive Director Treasurer/Tenant Representative

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July 21, 2017

The Revere Housing Authority is happy to announce the creation of a for credit (unpaid) part time internship position within its Public Housing Management department for the Fall 2017 semester.

Intern will assist with lease enforcement notices and eviction proceedings, and will have an opportunity to observe internal hearings and court proceedings. Intern will also review, update, and/or create policies for compliance with HUD and DHCD regulations. Intern will assist team with filing, front desk and phone coverage when needed.

Intern will work under the direction of the Director of Housing Management. This is an ideal opportunity for someone interested in property management and tenant/landlord law. Preference will be given to a candidate that is a veteran.

Hours to be determined based on guidelines by school providing credit. Flexible schedule. Office is open 8a -4:30p Monday thru Thursday and 8a-1:30p Fridays. Intern is responsible for their own transportation.

Please submit cover letter and resume to Jaclyn Martin, Esq. 70 Cooledge Street, Revere, MA 02151 or by email to [JMartin@revereha.com](mailto:JMartin@revereha.com).