



1126 Albany Street  
Brunswick, GA 31520  
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<https://www.brunswickpha.org/>

## BUSINESS ANALYTICS, FINANCE & GENERAL MANAGEMENT INTERNSHIP PROGRAM

The Brunswick Housing Authority is proud to announce the availability of an internship position for the Summer of 2025.

During this eight (8) week program, the intern will gain experience in each of the following areas:

- **Housing Development projects** may involve learning about the process of financing, developing, rehabilitating and operating affordable housing.
- **Housing Policy and Data projects** may involve learning about and interpreting and implementing housing policy and data.
- **Administration/Human Resources projects** will focus on a variety of assignments that may involve reviewing and updating policy, creating and coordinating training, and participating in the recruiting process.
- **Asset Management, Accounting and Finance projects** focus on a variety of assignments involve analyzing financial and physical assets, summarizing and understanding regulatory restrictions and policy changes; and learning about and handling accounting and finance projects.
- **Residential Service Programs projects** will have the opportunity to work on a variety of assignments that may involve outreach, recruitment of Family Self Sufficiency (FSS), Jobs Plus and Resident Opportunity for Self Sufficiency (ROSS) program participants, and tenant education.
- **Property Management projects** focus on a variety of assignments that will involve assisting with tenant outreach, emergency preparedness, analyst if utility usage and rent collection.

Interns will have the opportunity to work with a team of professionals dedicated to working on affordable housing solutions and housing policy in an agency that has been providing a range of housing assistance to low-income individuals for over 80 years. All internships have topics and projects that could be suitable for capstone or senior thesis projects. Interns will also have access to internal and industry training opportunities.

### Qualifications:

- Interest finance, accounting or community development
- Ability to work with a variety of individuals, good interpersonal skills
- Excellent research and analytical skills
- Excellent oral and written communication skills

- Proven ability to work independently and complete projects in a timely manner
- Strong computer skills, including Microsoft Outlook, Word, Excel, and PowerPoint
- Candidates must be able to report in person to the Housing Authority office, 1126 Albany Street / Brunswick, GA, Monday – Thursday during regular business hours (with the exception of holidays)
- Current collegiate enrollment with a minimum three years college-level coursework

**Compensation:**

- \$14-\$16 per hour (based on experience), maximum of 32 hours per week

**Internship Period:**

- June 5, 2025 – July 30, 2025
- 8-week internship period
- The positions are 8 hours per day, Monday through Thursday
- Summer interns are expected to be in person in the office; no remote work is offered.

**To Apply:**

Interested applicants for a summer position must complete an online application at <https://www.brunswickpha.org/job-application> no later than 4:00 pm on April 30, 2025. In addition to submitting the online application, interested applicants must submit a cover letter and résumé to Orah L. Reed, Director of Human Resources at [oreed@brunswickpha.org](mailto:oreed@brunswickpha.org).



**Scan to access employment application**