



Monarch Housing Associates Point in Time Count Intern Job Description

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Monarch Housing Associates, a statewide non-profit consulting firm dedicated to developing affordable and supportive housing as well as ending homelessness in New Jersey, is seeking an intern to assist with Point in Time Count efforts.

General Description:

Monarch Housing Associates coordinates the Point in Time Count, an annual count of persons experiencing homelessness, for the State of New Jersey. Monarch staff work on all aspects of the Point in Time Count (PIT) related to preparing for PIT, conducting PIT, and analyzing PIT data, in order to provide the state of New Jersey and local communities with accurate information about the scope of homelessness on any given day. The 2023 Point in Time Count took place on January 25, 2023, and Monarch is seeking an intern to help the team with preparation and analysis of Point in Time Count data.

Duties and Responsibilities:

Interns working with Monarch Housing Associates will assist staff in completing the following activities:

- Point in Time Count Data Analysis
 - Reviewing and updating Excel file analysis tools
 - Assisting with data clean-up
 - Preparing/completing final data analysis
- Point in Time Count Reports and Summaries
 - Reviewing and updating Point in Time Count report format
 - Preparing charts for incorporation in 2023 Point in Time Count reports
 - Preparing draft Point in Time Count reports
 - Preparing Point in Time Count report summaries
- Additional Duties
 - Assisting with the preparation of data dashboards and reports for use in Continuum of Care meetings to inform discussions on trends, needs, and gaps in the homeless service systems
 - Attend community meetings to facilitate the planning process
 - Evaluate local homeless systems and provide recommendations for improvements
 - Research best practices in the homeless housing & service arena and assist in the development of model programs in local communities



Requirements:

- Commitment to racial equity and advancing anti-racism practices.
- Completion of bachelor's level coursework in statistics, research methods, urban policy, sociology etc., or any combination of education, training and experience that demonstrates the ability to perform the duties of the position. This includes lived experience of homelessness, housing instability, participation in housing programs, etc. and professional and/or volunteer experience in the homelessness field.
- An understanding of statistics paired with advanced knowledge of analytical tools in Excel, including the use of formulas, statistical functions, and the creation of graphs and charts.
- Proficiency in Microsoft Office Products (Word, Excel, PowerPoint).
- Strong communication, interpersonal and problem-solving skills.
- Strong professional writing skills and the ability to communicate well with all levels of management and staff.
- Self-motivated with the ability to prioritize, meet deadlines and manage changing priorities.
- Proven ability to be flexible and work hard, both independently and in a team environment.
- A strong work ethic, integrity, and the highest ethical standards are expected.
- Demonstrated experience with and sensitivity to varying cultural, ethnic and social backgrounds, values and attitudes.

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Salary:

A stipend will be available with this internship opportunity. Further information will be provided during the interview process.

Send cover letter and resume to:

Taiisa Kelly
Monarch Housing Associates
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Mail: 226 North Avenue West, Cranford, NJ 07016