



Urban League of
Union County

*Empowering Communities.
Changing Lives.*

1139 East Jersey Street • Suite 515 • Elizabeth, New Jersey 07201 • Phone (908) 351-7200 • Fax (908) 527-9881

Position/ Title: Housing and Community Economic Department Intern

Type: Non-Paid Internship

About Union County Urban League:

The Urban League of Union County (ULUC) is a non-profit community service organization founded in 1944. We are one of 90 affiliates of the National Urban League. The Urban League supplies information on the minority population, conducts surveys, training programs, secures jobs, motivates youth, and provides essential services in education, housing, health, employment, and advocacy. Our mission is to assist African Americans and other underserved people in the achievement of social and economic equality.

Programs operated included Housing Counseling (pre and post home purchase, budget/credit counseling, foreclosure, default, and delinquency counseling); Employment counseling, referral, and placement; Case management/re-entry counseling for those formerly incarcerated; and Emergency Assistance for rent/mortgage, utilities, and food.

Summary

The Housing Intern will assist in providing support to the housing department focusing on homeownership preparation, rental assistance, foreclosure prevention, and financial literacy. This internship offers a unique opportunity to gain hands-on experience in housing advocacy, case management, and community outreach.

Key Responsibilities

- **Client Support**
 - Assist in conducting housing assessments to identify client needs and eligibility for services.
 - Support clients in developing personalized action plans for achieving housing goals, including budgeting, debt reduction, and savings strategies.
- **Resource Coordination**
 - Research and connect clients to community resources such as rental assistance programs, affordable housing opportunities, and utility assistance.
 - Assist in preparing and submitting applications for housing-related programs and benefits.
 - Maintain a database of housing resources and ensure it is up to date.
- **Education and Workshops**
 - Help organize and facilitate workshops on topics such as homeownership, tenant rights, and financial literacy.
 - Prepare educational materials and resources for clients and community members.
- **Administrative Support**
 - Document client interactions, case notes, and progress in a client management system.
 - Assist in preparing reports on client outcomes and program impact for internal and external stakeholders.
 - Ensure all client files are accurate and comply with confidentiality guidelines.
- **Advocacy and Outreach**
 - Participate in outreach activities to promote housing counseling services within the

- community.
- Collaborate with local organizations and agencies to strengthen housing resources and partnerships.
- Advocate on behalf of clients with landlords, housing authorities, and service providers when necessary.

Qualifications

- Currently pursuing or recently completed a degree in Social Work, Urban Planning, Public Administration, Human Services, or a related field.
- Interest in housing counseling, affordable housing advocacy, or community development.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to engage with diverse populations.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and/or Google Workspace.
- Knowledge of housing-related issues, including tenant rights and fair housing laws, is a plus.
- Bilingual skills (e.g., English/Spanish) are a plus but not required.

How To Apply:

E-mail resume and cover letter to HR@uloucny.org. In the subject line, write: “Housing Counselor Intern”



The Urban League of Union County is an Affirmative Action/ Equal Opportunity Employer.