Saint Joseph’s Carpenter Society

Mission Statement:
Saint Joseph’s Carpenter Society strives to improve the quality of life of the people of the City of Camden and its surrounding communities by promoting affordable housing and neighborhood development. Through our initiatives, we encourage people to take charge of their lives and become active community members.

Saint Joseph’s Carpenter Society (SJCS) was founded in 1985 to help families improve their quality of life and create safe neighborhoods through homeownership. SJCS has fostered homeownership, believing that homeownership leads to a higher quality of life by encouraging stability, fostering personal pride, promoting the development of community ties, allowing families to build wealth, and attracting private capital to under-invested areas. To promote successful homeownership, SJCS performs three interrelated functions: housing development, homeowner education, and community organizing. SJCS’s primary work involves targeting abandoned homes for acquisition, rehabilitation, and sale to neighborhood families. http://www.sjescamden.org/

Internship Title:
Housing Development Internship

On-site Supervisor/Co-educator:
Name: Pilar Hogan Closkey, PE, PP, AICP
Title: Executive Director
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Additional Contact:
Felix Torres-Colon
Title: Director of Operations
Email: ftorrescolon@sjscamden.org

Duties/Project Description:
- Neighborhood Services: interface with community and volunteer groups, design and implement neighborhood marketing, neighborhood beautification, and community outreach projects
- Counseling and Education: review and provide updates to curriculum, help to evaluate program, attend the classes, reach out to clients, assist with marketing
- Production: work with construction manager to oversee project, visit site, attend meetings, participate in project meetings concerning overall progress, assist with development of new projects
- Grant Writing, Compliance and Policy: work on annual property and resident survey, write and submit grant proposals
- Public Speaking and Events: as opportunities arise, interns will accompany professional staff to events and meetings, representing SJCS
SJCS will remain flexible to allow the intern some say in terms of duties for the summer. This will allow for the intern and the supervisor to determine the best projects for the intern during his or her stay. SJCS will endeavor to allow the intern to see a little about all of the work that is done, allowing for work to be done within each of the departments. SJCS has a small staff which will require flexibility on behalf of the intern to deal with last minute changes in days’ activities to deal with the “issue of the day.”

**Qualifications:**
SJCS seeks a highly motivated intern who is interested in working in a high poverty neighborhood on redevelopment and stabilization issues. In some cases, the intern will be working directly with program clients and neighborhood residents, other local community development corporations, and City and State staff members. The intern should have strong interpersonal skills as well as be comfortable in situations with diverse populations. The intern should also have strong written communication and organizational skills, including previous experience with Microsoft Word, Excel, and Access. Above all, the intern needs to be flexible and open to new experiences and interruptions to daily plans.

**Orientation Plan:**
Interns receive the same orientation as other employees. Interns meet individually with professional staff members to understand separate roles within the agency as well as go on a comprehensive tour of the City and target neighborhoods. Interns meet with the Executive Director to learn about the broader goals of the agency as well as its history.

**Supervision:**
Interns will meet weekly with professional staff for individual supervision sessions. If multiple interns are working at similar times, interns will meet together with staff on a weekly basis for group supervision. Interns are encouraged to work together and to closely work with staff.

**Non-English Language Requirement:**
While speaking Spanish is not a requirement, it could be very helpful.

**Working Conditions:**
Interns would be expected to work a standard work week (9 to 5) with the occasional evening meeting (for instance City Council, Planning/Zoning Board, Local Organizing Committee meeting). Dress code is business casual with an occasional need for business wear for a formal meeting. Interns will utilize vacant desks with access to computers.

**Public Transportation:**
The SJCS office is accessible by NJTransit public transportation busses.

**Need for a Personal Vehicle:**
Unlike other placements in Camden, SJCS is located in East Camden, not downtown. While Camden is small with a good bus system, access to a car would be helpful.