**HACU**

**Job Description**

Job Title: HNIP Program Coordinator (Field)

Department: HACU National Internship Program (HNIP) – Washington DC

Reports To: HNIP Executive Director

FLSA Status: Non-Exempt

Prepared by: Jonathan Santeliz

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**SUMMARY**

The individual is tasked with planning, coordinating, and securing housing and travel for HNIP interns working in Field locations throughout the United States. Housing and travel arrangements are offered to help facilitate the internship experience for both the intern and sponsoring agency. He/she must be a relentless problem-solver with great customer service, project management, negotiation skills. Constant communication with support-level staff, Program Managers, event planners, and finance will be essential. In addition to securing managing a great deal of program logistics for interns, the individual will also contribute to intern recruitment efforts.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Secure housing arrangements for interns working in Field locations throughout the United States.
* Conduct an analysis of short-term housing availability for Field locations and develop relationships with property managers, university housing coordinators, and extended stay accommodations to meet intern housing needs at the best value for the program.
* Prepare purchase orders, negotiate pricing and rates on housing services and lease agreements. Verify invoicing and process payments for vendors. Keep track of expenses and match to estimates for end of session and annual cost analyses.
* Arrange travel for interns confirmed for internships in the Field locations. Maximize cost savings whenever possible. Collaborate with the Events and Communications Coordinator to secure hotel accommodations for Field interns throughout the Intern Orientation.
* Liaise with HNIP Accounting Manager in the San Antonio HQ office to ensure payment of all program obligations to properties and other subcontractors.
* Serve as the first point of contact for interns regarding future and current housing arrangements.
* Provide support on intern orientation logistics, event planning, application processing and placement, and recording and reporting requirements.
* Plan and conduct recruitment trips to HACU-member institutions and attend conferences.
* Develop and conduct presentations on program components and benefits at intern orientations and agency liaisons briefings.

**SUPERVISORY RESPONSBILITY**

Will have direct supervision of 2-4 seasonal staff assigned field housing sites during the summer session.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty effectively. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

BA/BS in Business, Communication, Counseling, Hospitality Management, or related field with three years of experience working with students in the nonprofit sector in a professional position. Prior experience as a resident assistant or director, student housing coordinator, and/or property management is a plus.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common business contracts, financial reports, and legal documents with the utmost attention to detail. Ability to respond to common inquiries or complaints from federal agencies, interns, and subcontractors. Ability to effectively present information to senior management, federal agencies, or educational institutions, corporate and public groups. Spanish language proficiency highly desired.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to deal with problems involving few concrete variables in standardized situations.

**OTHER QUALIFICATIONS**

Excellent speaking, writing, and editing skills. Strong knowledge of the 2010 MS Office Suite, especially Excel and database applications. Familiarity with HTML, content management systems, and social media tools. Must be able to work independently in a fast-paced environment and take ownership of his/her tasks and responsibilities. Ability to multitask and prioritize. Must be able to travel. Must have a valid driver’s license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The noise level in the work environment is usually quiet. Work usually takes place in clean, pleasant, and comfortable office settings. Employee will work a standard of 40 hours a week; however, longer hours may be necessary at times. Conferences and events may take place in hotel and/or convention center settings, and require longer hours of work on constantly changing schedule, including work on weekends and evenings. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.