



# Internship Job Announcement

## Housing Authority of New Orleans

**INTERNSHIP TITLE:** HEARINGS INTERN  
**INTERNSHIP TYPE:** Part-time/On-Call/ Per Assignment Fee Payment  
**DEPARTMENT:** Housing Choice Voucher Program (HCVP)  
**DATE POSTED:** 09/20/2021  
**CLOSING DATE:** Until Filled

[Click Here to Apply](#)

### SUMMARY

HANO's Internship program is designed to provide volunteer college students with an opportunity to support HANO's public mission, to help HANO meet the housing needs of the community, as well as to apply knowledge acquired from their academic setting to the workplace setting. The intern will develop a foundation of professional workplace principles within their field of study and gain career exposure. The Hearings Intern will hear and preside over administrative appeals within the HCVP.

### DUTIES AND RESPONSIBILITIES

- Conducts informal Housing Choice Voucher Program department appeals by applicants of the program.
- Presides over appeals by leased housing applicants and participants from adverse decisions of HANO leased housing department regarding their eligibility, Section 8 certification and/or tenancies.
- Renders decisions for hearings.
- Drafts written hearing decisions.
- Other relevant tasks as assigned.

### SKILLS

- Excellent reasoning and writing skills sufficient to properly draft hearing decisions is essential;
- Ability to interpret regulations and policies;
- Ability to work without supervision, self-starter;
- Strong attention to detail and organization;
- Microsoft Office proficiency.

### REQUIREMENTS

- Intern applicants must be full-time, third (3) year law students from an accredited Law School to be considered. Experience in administrative law, government, or affordable housing preferred.

**PER CALL PAYMENTS**

- If engaged, an Intern participating in this program will be paid \$100 on a per assignment basis to help defray associated expenses and provide a nominal fee.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by volunteers engaged for this work. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of participants.

**EEO POLICY STATEMENT**

HANO provides equal employment opportunity to all individuals regardless of race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, religion, physical or mental disability, sex (including pregnancy, childbirth, or related medical conditions), gender identity, or gender expression results of genetic testing, or service in the military or veteran status or any other status protected under applicable federal, state or local law. Discrimination of any type will not be tolerated.