



Founded 1973

Old bricks
Faith in people
Preserving community

**403 W 40th St
New York, NY**

COMMUNITY CULTIVATION INTERN

Clinton Housing Development Company (CHDC)'s mission is to build upon the existing sense of community by preserving, improving, and creating affordable housing in the Clinton neighborhood of Manhattan. The empowerment of local residents is our primary strategy. CHDC develops projects jointly with existing low- and moderate-income tenants. CHDC is a non-profit organization committed to developing permanent affordable housing throughout the Manhattan neighborhood of Hell's Kitchen. Since CHDC's origins in 1973, CHDC has been equally committed to developing community and lasting green space alongside affordable housing.

Nature of Work

The Community Cultivation department at CHDC is responsible for the coordination of:

- CHDC's community engagement and outreach
- Design and maintenance of all gardens and green space at CHDC
- Design and coordination of all community projects throughout Hell's Kitchen
- Tenant and staff events and outings.

Responsibilities

- Facilitate ongoing onsite tenant activities in conjunction with additional staff.
- Assist with design and implement of new tenant activities
- Arrive on-site thirty minutes prior to all scheduled programs.
- Prepare all supplies and spaces for program activities.
- Order all supplies for activities.
- Cleans up after program conclusion; sweeps floor, wipes tables, arranges furniture, etc..
- Assist in various administrative tasks at the CHDC main office
- Participate in regular staff meetings.
- Provide support other Community Cultivation events as needed.

Minimum Qualifications

- Applicant must be self-motivated and be able to work independently
- Good computer skills
- Must be able to work with diverse population including formerly homeless and HIV positive

Duration: 10 Month Position

Compensation: \$500 Monthly Stipend and housing in Midtown Manhattan