

JOB TITLE: Community Affairs Intern
SALARY: \$10-15/hr
WEEKLY HOURS: 15-20 hours
DURATION: June through August

PRIMARY DUTIES AND RESPONSIBILITIES:

The Community Affairs Department at the Federal Reserve Bank of Minneapolis is seeking a part-time intern to support its ongoing research and outreach work on mortgage lending and mortgage foreclosure in Minnesota and across the Ninth Federal Reserve District. This paid internship will begin in late May or early June and last through August.

The intern will play a vital role in helping the Community Affairs Department's efforts to gather information on different aspects of the foreclosure process and work with a broad array of organizations that are working to mitigate avoidable foreclosures and their effects. He/She will have the opportunity to learn about the Community Affairs Department at the Federal Reserve Bank of Minneapolis more broadly by assisting with other projects and general office work. The successful candidate will have strong note-taking, writing and research skills, and will demonstrate effective self-direction, including an ability to balance multiple tasks.

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- Strong research, writing, communication and note-taking skills
- Ability to manage multiple projects and prioritize responsibilities
- Experience and/or interest in the topic of mortgage lending and/or mortgage foreclosure
- Familiarity, comfort and aptitude with a wide range of software including Microsoft Office

HOW TO APPLY:

Interested candidates should send a cover letter, resume, and contact information for three references by May 21. For questions or additional information, please contact Michael Grover at (612) 204-5172 or michael.grover@mpls.frb.org. Materials can be emailed or surfaced mailed to:

Michael Grover
Community Affairs Manager
Federal Reserve Bank of Minneapolis
90 Hennepin Avenue
Minneapolis, MN 55401