

## AGENCY RESOURCE PACKET



### **2008 Wachovia Bank/NJDCA Housing Scholars Program**

## **Overview**

The Housing Scholars Program was created in 1989 by NJIT and the Department of Community Affairs (DCA) to provide additional and more comprehensive assistance to nonprofit agencies involved in housing, community, and economic development.

- Graduate and undergraduate students from seven New Jersey colleges are placed with selected agencies during the summer.
- Participating organizations must contribute 30% of the cost of the Scholar's stipend.
- Over 45 agencies compete annually to host a Housing Scholars intern.

## Criteria

A maximum of 30 nonprofits will be selected to participate in the program. Proposals will be reviewed by the staff of the Division of Community Resources and NJIT and judged by the criteria below:

- Ability to demonstrate a need for one or more Scholar(s) in a particular discipline.
- Extent to which nonprofit can provide a meaningful experience for the Scholar(s) for the duration of the placement.
- Quality of the job description and project assignments.
- Availability of a backup project or plan if the original assignment is delayed.
- Ability to supervise Scholar(s), and provide safe working conditions.
- A permanent Executive Director actively working at the time of application and for the duration for the placement.
- Ability to share in the cost of the program (30% of each student's wages).
- Be in good standing with the Wachovia Bank/NJDCA Housing Scholars Program.

**Please note: In order to be considered for the program, your proposal (hard copy) must be mailed via U.S. Mail and postmarked no later than February 19, 2008, to:**

Rosalind Newton, Director

Div. of Career Development Services

New Jersey Institute of Technology

323 M . L . King Blvd

Newark , New Jersey 07102

**Proposals may also be emailed no later than February 19, 2008 to [Newton@njit.edu](mailto:Newton@njit.edu) .**

## Proposal

The Division of Community Resources is requesting proposals from nonprofit housing and community development corporations in New Jersey that are actively involved in affordable housing and/or community and economic development, and are interested in mentoring a Scholar. Interested nonprofits must provide a proposal consisting of the following:

- A completed application form (enclosed).
- A brief history of the organization (not to exceed 1/2 page) including mission statement, description of housing or community and economic development activities, and current development projects.
- Statement of Need for a Scholar (not to exceed 1/2 page).
- Copy of 501 (c) 3 if you have not previously hosted a Housing Scholar.
- A job description for the Scholar (not to exceed one page), including
  1. **Specific project assigned to the Scholar.**
  2. **Tasks and responsibilities assigned to the Scholar.**
  3. **To whom the Scholar will report.**
  4. **List of three activities, above the day-to-day tasks and specific project assignments, that will add value to the Scholar's experience, for example:**
    - Attend executive board meetings, planning board meetings, Seminars/workshops offered to permanent staff.
    - Become familiar with various facets of the development process by meeting with municipal officials, bankers, contractors, and community representatives and developers.
  5. **List of a minimum of three learning objectives the Housing Scholar will accomplish by the end of the internship (see attached.)**

*Please note that the Division of Community Resources staff will monitor the agency's adherence to the job description during the placement period. Substantial changes that have not been approved may be reason for reassignment of the Scholar to another agency.*

Nonprofits are permitted to apply for more than one Scholar if there are a variety of jobs to be filled. A separate job description must be submitted for each position.

## 2008 Wachovia Bank/NJDCA Housing Scholars Program

Nonprofits should be aware that the submission of a proposal does not guarantee a placement for their organization.

Participating schools will interview and screen students in mid-to-late February. DCA will host a Housing Scholars Interview Fair in early April at Rutgers University in New Brunswick to give nonprofits and Scholars an opportunity to become acquainted with each other's goals and objectives. Scholars will be pre-selected to match the specific requirements identified in the nonprofit's application, but the ultimate match will be a mutual decision by the students and agencies. Once the match has been made, written notices will go out to the Scholars and nonprofits.

Nonprofits selected to participate in the program will be required to attend the Job Fair tentatively scheduled in early **April from 10:00 a.m. to 3:00 p.m.** (additional information will follow) and the Kickoff Luncheon at NJIT in May (additional details will follow.) Nonprofit representatives may also participate in the Housing Scholars Training Program during the first week in June. Nonprofits will receive written instructions regarding payroll and scheduling procedures before the Housing Scholar begins work.

Any questions regarding the Housing and Community Development Scholars program or this RFP may be addressed to Darryl Johnson at (609) 984-1614 or Rosalind Newton at (973) 596-6590.

## **Internship Learning Objectives**

Participation in internships is a well-known educational strategy. Classroom studies are integrated with learning through hands-on work experiences in a field related to the student's academic major and career goals. Successful internships foster an experiential learning process that not only promotes career preparation but provides opportunities for learners to develop skills necessary to become leaders in their chosen professions.

One of the primary goals of the Housing Scholars internship is to help students integrate leadership development into the experiential learning process. In addition to introducing Housing Scholar interns to the issues and policies surrounding the development of affordable housing in New Jersey, students are expected to learn and develop basic non-profit leadership skills through a mentoring relationship with innovative non-profit leaders.

By integrating leadership development activities into the internship experience, we hope to encourage students to actively engage in non-profit management as a professional career objective. However, the effectiveness of the internship experience will have varying outcomes based upon the individual student, the work assignment, and the supervisor/mentor requirements. It is vital that each internship position description includes specific, written learning objectives to ensure leadership skill development is incorporated.

## **Description of Leadership Learning Objectives and Their Purpose**

Leadership is defined as the ability to develop and use effective strategies and inter-personal styles to influence and guide others toward the accomplishment of identified objectives and goals. To facilitate the learning process, the intern and supervisor must implement one or more learning strategies/methods/activities to reach learning objectives. Interns and supervisor/mentor should be able to answer the question: "What will the intern be able to do as a result of the learning activities/methods/strategies?"

Each learning objective is designed and worded to the extent that others can clearly detect if the objective has been achieved or not. As much as possible, learning objectives have been designed to be

### ***SMART...***

- **S**pecific
- **M**easurable
- **A**cceptable to intern & supervisor
- **R**ealistic to achieve
- **T**ime-bound with a deadline

## Leadership Learning Objectives

The Housing Scholar Internship experience should include at least three of the following learning objectives to help students develop leadership competencies. Please select 3 skill sets and include your choices in your internship position description.

<b>1. Communication Skills:</b>	Intern will be able to identify at least four ways communication skills can be used to encourage staff involvement in creating a positive work environment.
<b>2. Staff Management Skills:</b>	Intern will be able to outline at least five specific goals with several staff members by comparing performance with job duties and develop a draft plan with staff to accomplish performance needs, supervision plan and rewards.
<b>3. Fiscal Management Skills:</b>	Intern will be able to develop a draft agency or project budget and will be able to identify methods of obtaining revenue to support the budget.
<b>4. Strategic Planning Skills:</b>	Intern will be able to identify specific concerns about one major program component of the agency with staff, ask for possible solutions, and decide together methods of measuring successful outcomes.
<b>5. Time Management Skills:</b>	Intern will be able to provide tools to use in prioritizing tasks of an assigned project and create with staff a tentative schedule for completion based on these tasks.
<b>6. Conflict Resolution Skills:</b>	Intern will be able to develop a model policy that gives current front-line leaders the permission and expectation to work with other staff on conflict resolution and explain how this works to current front line leaders.
<b>7. Coordination/Negotiation Skills:</b>	Interns will be able to describe four skills leaders can use to foster commitment and collaboration with both internal and external constituents.
<b>8. Problem Solving Skills:</b>	Intern will be able to describe how learning empathetic communication will

2008 Wachovia Bank/NJDCA Housing Scholars Program

	help front line leaders handle conflict/constructive communication and help plan for solutions.
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## Timeline

### Wachovia Bank/NJDCA Housing Scholars Program Proposed Timeline for 2008 Program Year

Date	Event
January 19	Agency recruitment begins - Request for proposals announced and applications distributed to agencies.
January 29	Scholar recruitment begins – Scholar recruitment letters and application packets sent to University Coordinators for distribution.
February 19	Agency Application Deadline - Proposals and internship job descriptions due to NJIT.
February 23	Agency job descriptions posted to Housing Scholars website and sent to schools for prospective scholars to review.
March 20	Scholar Application Deadline - Student applications, resumes, and selection forms due to NJIT.
March 27	Resumes and applications sent to agencies and invitations to job fair sent to nonprofit agencies.
April 4	Job Fair - Rutgers University - College Avenue Campus.
April 18	Student/Agency matches announced for summer placements.
May 16	Housing Scholars 19 th Annual Luncheon & Recognition Event.
June 3 ~ 8	Housing Scholars Training Week.
June 11	First day of work.
August (TBD)	Summer Internship Wrap-up Session.
August 17	Last day of work.

2008 Wachovia Bank/NJDCA Housing Scholars Program