



The Bristol Redevelopment & Housing Authority (BRHA) is seeking qualified applicants for an intern position listed below within the Operations & Development department of a 411-unit Public Housing Authority. The Operations & Development Department is responsible for the administration of the public housing, maintenance and capital improvements of all property owned by the Housing Authority and is involved in other various Community Development activities of the Housing Authority.



**Office Assistant Intern** – General office assistant position responsible for help with filing and general office duties, including handling confidential information and other tasks as assigned. Knowledge of computer software including Microsoft Outlook, Word and Excel is required. Must be able to perform tasks requiring lifting up to approximately 25 lbs. An associate’s or bachelor’s degree from an accredited community college, college or university is preferred or equivalent training and experience. Work experience in an office environment is preferred but not required. Must be able to pass a background check, drug screen and have a valid vehicle operator’s license. **This is a temporary, full-time position, without benefits, rate of pay \$12.00 per hour.**

If interested in this position, please submit an application (filled out in full) listing the position you are applying for by **4:00 PM, Friday, November 20, 2020**. Applications may be obtained at BRHA’s office at 809 Edmond Street, Bristol, VA.

THE BRHA IS AN EQUAL OPPORTUNITY EMPLOYER.