Thurston County Public Health and Social Services is seeking Intern assistance in order to comply with a Washington State requirement for each jurisdiction to develop a list of affordable housing, emergency shelter and transitional housing to be used by all providers of homeless housing and services.

**Description:**
The project will consist of:

a. Contact with area agencies in Thurston County that provide emergency, transitional shelter and affordable housing to determine: 1) Contact information; 2) Type of housing/shelter; 3) Capacity. During initial phase of project, duties may also involve daily contact with agencies to determine bed/housing availability.

b. Developing a system for daily tracking of housing/shelter availability for each agency. For example, development of a secure website to allow each agency to log in daily to input number of shelter beds/housing units available.

c. Training of agency personnel in the use of the tracking system.

**Skills/Qualifications/Experience Required:**
- Excellent interpersonal skills, both in person and on the phone.
- Excellent writing ability for emails and content for tracking system.
- Technical/computer skills necessary to build tracking system.
- Ability to train outside agency personnel in use of system.

**Hours:**
This position is an unpaid, part-time position, from 10-15 hours per week for approximately 3-5 months.

**Deadline:**
Open until filled.

**Contact:**
Interested candidates should email Cindy Meyer at meyerca@co.thurston.wa.us with a resume and cover letter that includes information about why they are interested in the position. Candidates who are contacted for interviews will be asked to complete additional paperwork.