

RI Housing – LeadSafe Homes Intern

Salary - \$20/hr

What we are all about:

We are seeking a dynamic professional to serve as a LeadSafe Homes Intern within our LeadSafe Home program (LSHP) team.

The intern will assist with a range of tasks, including outreach to community members, customer service activities, determining program eligibility, responding to partner inquiries, reviewing applications for accuracy, completeness, and compliance, and coordinating relocation logistics such as reservations and stipends. The role may also include special projects, research, and reporting.

This internship offers hands-on experience in calculating income eligibility for housing programs, responding to client inquiries related to health hazards in the home, and collaborating with partner organizations such as the Department of Health, municipal city halls, the Department of Children, Youth and Families, and public health and lead remediation advocacy groups.

This position is based in **Providence, Rhode Island**, where you will be an integral part of our **LSHP** team. **This is a fully in-person internship**, ideal for students who want to build skills while working side-by-side with our team.

This internship will run for 12 weeks, from **June 1, 2026, to August 21, 2026**, and will require **up to 40 hours per week**.

What you'll do daily:

- Assist with day-to-day activities related to the administration of the LeadSafe Home Program
- Provide customer service support to applicants, tenants, and program partners
- Deliver administrative support to the LeadSafe Homes team
- Conduct income eligibility reviews, assess customer satisfaction, and perform compliance checks on remediated properties
- Perform additional duties as assigned

What success looks like in this position:

- Computer proficiency, including MS Office (Word, Excel, PowerPoint)
- Excellent organizational, time management, communication, and interpersonal skills
- Pleasant and professional demeanor, ability to talk on the phone
- Ability to work in a highly collaborative and fast-paced environment
- Ability to do basic math: add, subtract, multiply, and divide
- Take initiative and drive projects to successful completion
- Strong attention to detail

- Customer service skills preferred

Eligibility requirements:

To be eligible for this internship, applicants must be actively pursuing a degree or have recently completed their studies (within the last year).

Not sure if you meet all the qualifications? Let us decide!

Why RIHousing:

- Mission-Driven Organization
- Lunch and Learn series
- Employee Recognition programs
- Dedicated Workforce
- Parking Stipend
- Onsite Fitness Classes
- Winner of “Best Places to Work” 2016, 2018, 2019, 2021 – 2025
- Greater Providence Chamber of Commerce Worksite Health Award 2013 – 2025
- PBN's Healthiest Employers of RI 2025

About RIHousing

RIHousing works to ensure that all people who live in Rhode Island can afford a healthy, attractive home that meets their needs. RIHousing provides loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a self-sustaining corporation and receives no state funding for operations.

Please apply through our career site: <https://www.rihousing.com/careers/>

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