**Homeless Education Network (HEN) Assistant Description**

**2017-2018 School Year**

**Supervisor: Chris McAneny**

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 3,000 children who find themselves homeless each year in Allegheny County. Founded in 1999 as a 501(c)(3) non-profit organization, HCEF actively partners with a wide variety of organizations to help homeless children succeed academically and works to ensure that they are afforded equal access to the same educational opportunities and experiences as their peers.

The **Homeless Education Network (HEN)** is an alliance of community members working to improve educational opportunities and outcomes for children and youth experiencing homeless in the Greater Pittsburgh area. The Homeless Education Network plans events that bring together diverse stakeholders for mutual learning, resource sharing, and advocacy aimed at reducing the educational inequities caused by homelessness. We look at issues affecting youth of all ages as well as their parents, schools, and communities. The Homeless Education Network plans events that help participants to more effectively understand, identify, and address the educational needs of the homeless youth and families they directly serve

**Primary Responsibilities:**

The HEN Program assistant will assist the HEN Manager in the following responsibilities:

* Updating members on key policy, legislative, and funding issues that impact homeless youth
* Sharing new research, data, and best practices in the field of homeless education
* Linking diverse stakeholders through purposeful discussions around topics of shared concern *(ex: school social workers interfacing with police officers around issues of truancy)*
* Increasing members’ awareness of local resources to support their clients
* Supporting members in the development of collaborative projects and initiatives

**Qualifications**

* Student must have a major within the Social Sciences, Public Administration, and Political Science, Communications or related fields.
* Intern should be able to commit to **15 hours** per week.

This internship is unpaid, but college credit is available. All interested candidates should send a cover letter and resume to **info@homelessfund.org.**

**Homeless Children’s Education Fund**

**1901 Centre Ave, Suite 301, Pittsburgh, PA 15219, 412.562.0154** [**www.homelessfund.org**](http://www.homelessfund.org)