



August 28, 2019

To Prospective Interns,

Habitat for Humanity of Washington County, Arkansas has developed a Construction Manager internship program, which is a paid, 200 hour semester-long position working directly with the current Construction Manager.

The objective for the intern will be to achieve a balanced skillset from the below goals, splitting time working in the field and on administrative tasks to provide active assistance to the Construction Manager and Affiliate. The intern and Construction Manager will meet weekly to set up the week's tasks, and then follow up at the end of the week to review progress on goals.

The selected intern will work to achieve success towards the following goals:

1. Understand the fundamentals of frame carpentry through site work and training.
2. Become familiarized with the function and usage of common construction tools, while also gaining a fluency for reading and interpreting site and building plans through working on site, and directly with the Construction Manager off site.
3. Illustrate the cadence of residential construction through all phases of building by working on site, planning with the Construction Manager, and studying the build schedule.
4. Recognize methods for successful subcontractor oversight by shadowing the Construction Manager, reviewing subcontractor packets and agreements, and working on scope of work documents.
5. Assist in figuring, sourcing, ordering, and acquiring building materials by knowing the plans, figuring takeoffs, visiting suppliers, and researching and sourcing materials.
6. Develop positive relationships with volunteers, coworkers, and suppliers by working on interpersonal communication, accountability, and assertiveness.
7. Become fluent in site safety standards and practices by performing online trainings and individual study.

If you are interested in applying for this internship, please email a cover letter, resume, and letter of recommendation by September 21, 2019 to:

Dave Baer, Construction Manager, HFH of Wash. Co., AR to daveb@habitatwashingtoncoar.org