



Fahe's CHEF (Community Housing and Economic Fellowship)

2018 Term – Individual Project Detail

Project Title: CHEF - Kingsport Housing Financial Analysis Initiative Service Term: Summer (May – August 2018)
Service Site/Organization: Kingsport Housing & Redevelopment Authority Service Site Location: Kingsport, TN
Project Focus Area(s) Primary: Financial Analysis Secondary: Process Improvement
Qualifications Requested: Candidate should have strong verbal and written communication skills and be proficient in Microsoft Office Suite Education Focus: Third year student or above. Prefer finance or accounting major
Compensation: Stipend of \$5700 for 12 week term

Application Information:

- * **Completed applications are due no later than April 6, 2018, and will be reviewed in the order they are received.**
- * Applications must be submitted via either online portal and/or email to Angela Stephens at astephens@fahe.org. **Please include the CHEF Project Title you are applying for in your email subject line.*
- * Completed applications will include:
 - resume
 - transcript
 - cover letter
 - 2 references
 - one educational (professor/teacher) reference
 - one employer or professional reference
- * Contact CHEF Program Coordinator Angela Stephens with questions: astephens@fahe.org.

Fahe is an Equal Opportunity Employer. Fahe seeks applicants who can bring diverse viewpoints, experience, talents, and culture to promote our mission to eliminate persistent poverty in Appalachia through Leadership, Education, Housing, Advocacy and Communication.



Fahe CHEF (Community Housing and Economic Fellowship) Project Descriptions - 2018 Term

CHEF Project Objectives and Activities

Overall Goal & Description of Project: *To identify cost-saving opportunities by analyzing Kingsport Housing's revenue/expense mix.*

Project Objective 1: (05/20/2018 – 08/13/2018)

Analyze KHRA budget vs. actuals to identify areas for improvement.

Intern Activities:

- Work with the finance department to study KHRA's budget.
 - Make recommendations based on the analysis.
 - Study KHRA's management expense process to identify possible issues of overbilling or waste.

Project Objective 2: (05/20/2018 – 08/13/2018)

Identify strategies to reduce KHRA's interest cost and increase our asset values.

Intern Activities:

- Assemble data from KHRA's balance sheet to determine our current investment status, which may include looking at hard copy and digital files.