



Opening doors to a better life

Multifamily Affordable Housing Community Engagement Intern

Closing Date: April 30, 2023
Salary: \$19.09 per hour
Location: 1000 2nd Ave., Suite 2700, Seattle, WA. Our office is located in beautiful downtown Seattle's Financial District on 2nd Avenue and Spring Street.

**In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being located in King County.

The Washington State Housing Finance Commission (Commission) is recruiting for Community Engagement Intern within our multifamily housing program. The ideal applicant will be relationship-oriented and have a passion for community-centered planning, affordable housing, finance, and public service.

This is a temporary position and work is to be performed through a combination of teleworking and onsite meetings as needed. The position is budgeted for three months of full-time work, to take place between May 15 and September 30, 2023 (full time start and end dates negotiable depending on school schedule). Position may then be extended to 15-20 hours per week through December 31, 2023, with an entirely remote schedule possible. The Commission will provide a laptop and an ORCA card at no cost to the intern to facilitate working remotely and in the office.

This position will be working within the Commission's [Multifamily Housing and Community Facilities Division](#). This division is responsible for developing, applying, and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Nonprofit Housing, Nonprofit Facility, Beginning Farmer and Rancher, and Sustainable Energy. These programs issue bonds, allocate tax credits, or administer loans for over 50 projects annually, involving owners, developers, and underwriters around the nation for projects located across the state.

This division is currently recruiting for two interns, the other focusing on Sustainable Energy policy. We envision some collaboration between these positions throughout the internship timeframe, and candidates with interest in both areas of focus are welcome to apply for either or both.

Who we are:

The Commission is a market-driven and self-supporting state agency commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual. To this end, the Commission has recently completed and is in the process of adopting a three-year Racial Equity Strategic Plan that will guide our programs, public engagement, and internal policies moving forward.

Potential Areas of Focus: Depending on the successful candidate's knowledge, experience, and interest, this position may concentrate in supporting one or more of the following efforts.

- **Community-Based Organization Relationships:** Ongoing policy changes, feedback and outreach related to the prioritization of community-based organizations in the development, ownership, and management of affordable multifamily rental housing across multiple financing programs including 4% and 9% Low Income Housing Tax Credits.
- **Interested Party Mapping:** Assessing and analyzing data, engaging internal participants (staff) in best practices education, design, and implementation of an external communications strategy to broaden the Commission's outreach and engagement efforts.
- **Financing Opportunities for Community Facilities:** Creating and editing promotional materials and finding opportunities for outreach to non-profit organizations to educate them about the Commission's programs that can help them buy, build, renovate, or refinance a wide variety of housing and community facilities, including museums, schools, animal hospitals, food banks, shelters, and more.
- Participating in divisional team meetings.

The above projects will include a mix of independent and collaborative work.

Desirable qualifications:

- Currently enrolled in or a recent graduate of a degree program in public policy, planning, real estate, or a related field.
- Keen interest and excitement about affordable housing policy and community engagement; and an eagerness to learn more about the field.
- Race and social justice awareness.
- Knowledge of or interest in human-centered design and community-centered planning concepts.
- Preference for a candidate who can approach community-based organizations with empathy and appreciation for a variety of perspectives and lived experiences.
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions.
- Excellent oral and written communicator
- Ability to work with software programs such as the Microsoft Office Suite and Microsoft Teams

Application Procedures:

Interested applicants should apply by submitting a cover letter and current resume by email to:

Cindy Felker, Human Resources at cindy.felker@wshfc.org

For additional information about the Commission: <http://www.wshfc.org>

Please include your name and pronouns in your application to ensure we address you appropriately throughout the application process.