



Opening doors to a better life

Sustainable Energy Policy & Program 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 a **Sustainable Energy Policy & Program Intern**. The ideal applicant will have keen analytical abilities and a passion for sustainable energy, 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 Multifamily Affordable Housing Community Engagement. 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.

- Supporting and developing a communications plan and materials for information sharing regarding resources available for affordable housing in Washington state through the federal Inflation Reduction Act.
- Developing a survey or exploring other analytical tools to collect data to estimate current greenhouse gas emissions across Washington's publicly financed affordable housing, as well as opportunities to incentivize adoption of sustainable energy.
- Analyzing existing program policies for sustainable energy in relation to the 2021 State Energy Code going into effect 7/1/23 and the Inflation Reduction Act to identify potential recommendations for change and opportunities to benefit low-income and disadvantaged communities.
- Assisting with compiling any applications for federal funding for opportunities within the Inflation Reduction Act.
- Participating in divisional team meetings.

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

Desirable qualifications:

- Currently enrolled or recent graduate of a graduate degree program in public policy, public administration, sustainable energy, planning, real estate, or a related field.
- Keen interest and excitement about affordable housing policy, racial and environmental justice, and an eagerness to learn more about the intersections between affordable housing and climate change adaptation and mitigation.
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions.
- Excellent oral and written communicator.
- Experience designing surveys or other data collection tools.
- Ability to work with software programs including Microsoft Office Suite and Microsoft Teams.

How to Apply:

Those interested may 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.