



HOUSING
DEVELOPMENT
consortium

Housing Development Consortium of
Seattle-King County's

Housing Development Internship Program

2019-2020

Intern Application

Application Deadline: June 28, 2019

PROGRAM DESCRIPTION AND APPLICATION FORM

(Please read carefully before applying)

The Housing Development Consortium of Seattle-King County (HDC) is seeking applicants for the first cycle of our Housing Development Internship Program.

HDC is the nonprofit membership association dedicated to fulfilling our vision that all people live with dignity in safe, healthy, and affordable homes within communities of opportunity.

Through education, advocacy, and leadership, HDC convenes our 180 member organizations to promote equitable policies, educate the public, and support our membership as they work to collaboratively meet the needs of limited income households and communities of color throughout the region. Through this internship, HDC aims to support the next generation of affordable housing professionals.

PROGRAM OBJECTIVES

HDC's Housing Development Internship program is a 9-month paid internship designed to recruit, train, and retain racially and socio-economically diverse students who may not otherwise know about opportunities in the affordable housing sector. This internship aims to provide a launch pad for college and graduate students from communities of color backgrounds into a career in affordable housing development/project management. We strongly encourage applications from students entering their last year of under-graduate or last year of graduate school, who are studying urban planning, design, community development, and/or related subject matter. Students with bilingual/bicultural backgrounds are also encouraged to apply.

HOW THE INTERNSHIP WORKS

The program will consist of three pillars to form the foundation of a successful internship experience. The first is the intern, the second is Program Administrator (HDC), and the third is the Host Agency (the Organization where interns are placed).

As the Program Administrator of the internship program, HDC will agree to sponsor the intern, as part of the program cohort, and coordinate additional trainings and supplemental program activities.

The Host Agency is a nonprofit or governmental agency where each intern carries out his/her day-to-day work.

Interns are individuals / students who identify as a person of color, are currently enrolled in college or university (preferably entering their final year of school in Fall 2019), and who will commit to 9 months of internship / work in addition to their academic program.

Interns are selected via a competitive application process from across the area (meaning not all applicants are accepted to this program), and are matched with a host agency based on a variety of factors, including desired areas of focus, geographic location, etc. The intern will be supervised by a designated staff person at the host agency, who will work closely with the intern and also serve as a mentor. Interns will learn not only the how-to's of project management, but also about the affordable housing and community development field. Interns and host agencies sign agreements with HDC to ensure understanding of the program terms and policies, and to ensure an optimal experience for the Intern and the Host Agency.

During the program, the intern will be actively involved in affordable housing and real estate development. The Intern will learn hands-on what it takes to create affordable, healthy living communities, and specifically learn the intricacies of developing projects from concept inception to construction completion.

In addition, interns will further develop their professional and leadership skills through supplemental activities associated with HDC.

INTERNSHIP PROGRAM TIMELINE

All selected interns will begin the internship program no later than October 2019 (as negotiated between the Host, HDC, and intern). Interns who cannot start their internship Fall quarter will not be eligible for this round of the program.

On-the-Job Training at Host Agencies: Host Agencies will provide opportunities to gain hands-on experience in areas such as these:

- Participating and helping facilitate community meetings about proposed developments;
- Assisting with land and property acquisitions;

- Conducting an assessment or needs survey to determine the housing and community development needs associated with a particular neighborhood, service population, or project concept;
- Participating in planning meetings with the architect and other project team members regarding the design of affordable housing projects, which may in some cases include community facilities such as child care centers and community amenity space;
- Assisting with the financial applications and loan closings for developments; and
- Participating in construction meetings and preparing construction draw requests.

Enrichment Opportunities: Host Agencies and HDC will regularly inform interns of various housing and community development events, resources, training opportunities, and job announcements via HDC member emails. Host Agencies will encourage interns to participate in trainings as appropriate. Interns are also encouraged to apply for scholarships to attend housing conferences of their interest.

INTERNSHIP PROGRAM TERM AND PAY

The term of the program is September or October 2019- June 2020. Interns are expected to start no later than October 4th, 2019 and will commit to an agenda of work and learning consisting of 15-20 hours/week. The hourly wage for the internship will depend on the Host Agency but will be a minimum of \$15 per hour. Hours spent attending trainings and other assigned enrichment opportunities are all considered work time and will be paid at the agreed upon rate.

Who Should Apply

Priority is given to students enrolled in the Fall 2019 academic quarter (2019-2020), and who are entering their last year of undergraduate or graduate studies. Successful interns will need to have good college-level writing skills and be familiar with spreadsheets (i.e. Microsoft Excel). Students who have a background, or are majoring in the following, are strongly encouraged to apply as these skills will be essential to success in this program: Real Estate Development, Urban Planning, Construction Management, and/or related.

Send completed applications to: aselefech@housingconsortium.org and loren@housingconsortium.org

Seattle King County Housing Internship Program

2019-2020 Intern Application Form

(Important – Please read the Program Description prior to completing this application)

Applications must be submitted by 11:59 p.m. PST June 28, 2019. All answers must be completed for the application to be considered. Add space as needed to complete your answers and save your application as PDF file and email it with needed attachments to: aselefech@housingconsortium.org and loren@housingconsortium.org

I. PERSONAL INFORMATION

Name of Applicant: _____

Your mailing address while in school (Street/City/State/Zip):

Your home/best number to reach you: _____

E-mail Address: _____

Date of Birth: _____

School Currently Attending: _____

Years of college completed: _____

Standing in School (i.e. Junior, Senior, etc.): _____

Expected graduation date: _____

Are you a first-generation University Student? YES / NO

Do you speak another language? YES / NO

What language? _____

Fluently or conversationally? _____

Are you a full-time student? YES / NO

If not, please explain here:

Will you be a full-time student in the fall? YES / NO

Current Major(s), Minor(s), Degree(s), and/or Areas of Study:

If selected for the program, can you show proof of identity and authorization to work in the U.S.? YES / NO

[Please note that all information provided in this application is private and kept as confidential or destroyed]

II. STATEMENT OF PURPOSE

Please address the issues listed in the paragraph below to the best of your ability.

In the space below, concisely state your goals with respect to the program. Describe your background and why you are interested in this program. What do you intend to do with your training and experience after the internship ends? Please describe your interest in the community development field; interest in impacting diverse, low-income and urban communities (if applicable, use examples of how you have demonstrated this in the past, and indicate any experience living or working with new immigrant and/or ethnically diverse communities); add anything else that may demonstrate your ability to be a good candidate for the program. This statement should be typed and be no more than 500 words long.

III. EDUCATION

List colleges/universities attended:

School Degree(s)	Location	Dates	Major(s)/Minor(s)
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IV. EMPLOYMENT/VOLUNTEER EXPERIENCE

Please attach a resume in your submission email that includes information regarding current and past employment or volunteer experience, including employer/volunteer organization, term, and your duties. Please include experience you have had working within the community or with low-income communities.

V. Transcripts

A copy of a current college transcript must be submitted with your application as a separate attachment. If you need to submit your transcripts separate from this application, that is acceptable. We will accept unofficial or official copies - many universities allow you to download an unofficial transcript. **Please ensure that your transcript is in a readable format – pdf preferred.**

Applications will not be considered complete until all the above information is provided. If there are circumstances that prohibit you from completing the application in a timely manner, please contact Aselefech Evans at aselefech@housingconsortium.org and Loren Tierney at loren@housingconsortium.org

I hereby certify that all of the information included in this application is complete and accurate.

Signature/Name of Applicant

Date

Thank you to our sponsor:

