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### Housing Development Consortium of Seattle-King County’s

### Housing Development

### Internship Program

# **2024-2025**

## Architecture Intern Track Application

***Application Deadline: June 24, 2024***

# **program description and application form**

(Please read carefully before applying)

The Housing Development Consortium of Seattle-King County (HDC) is the nonprofit membership association dedicated to fulfilling our vision that all people throughout King County live with dignity in safe, healthy, and affordable homes.

HDC convenes over 210 member organizations – from developers and architects to banks and community-based organizations - to promote equitable policies, educate the public, and support our membership as they work to collaboratively meet the needs of limited income households throughout the region.

HDC works toward our shared mission and vision by:

* Using our collective voice to advocate for policies at the local levels that foster inclusive, affordable communities and marshal ample sector-wide resources;
* Capitalizing on our unique position to broker relationships among our members and the broader community to promote business development and create the connections necessary for a robust sector; and
* Convening our members around topics and issues designed to increase member capacity and support the work of creating a more sustainable and comprehensive affordable housing movement.

HDC is currently seeking applicants for the 2024-2025 Housing Development Internship Program. Through this Internship, HDC aims to support the next generation of affordable housing professionals.

# **PROGRAM OBJECTIVES**

HDC’s Housing Development Internship program (HDIP) is a 9-month paid Internship designed to recruit, train, and retain racially and socio-economically diverse students who may not otherwise know about or have access to opportunities in the affordable housing sector. This Internship aims to provide a launch pad for college and graduate students from communities of color into a career in the affordable housing sector. We strongly encourage applications from students entering their junior or senior year of undergraduate studies or last year of graduate school, studying architecture/architectural design, and/or related subject matter.

**HOW THE INTERNSHIP WORKS**

Three pillars form the foundation of this successful Internship experience: the **Intern**, **Program Administrator (HDC)**, and **Host Agency** -the organization where Interns are placed.

*Interns* are individuals/students who identify as a Person of Color, who are currently enrolled in college/university (associate/trade, undergrad, or grad school), preferably entering their final year of school in Fall 2024 and committed to 9 months of part-time internship related work in addition to their academic program.

As the *Program Administrator* of the Internship, HDC assists and convenes the Interns as part of the program cohort, and coordinates additional trainings, enrichment activities, and networking opportunities within the affordable housing sector.

The *Host Agency* is a nonprofit, for profit or governmental agency focused on housing development, where each intern carries out his/her/their day-to-day work. The host agency is responsible for providing 10-15 hours of work, oversight, and support, weekly.

Interns are selected via a competitive application process 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 serve as a mentor. The intern will follow a work plan that provides a well-rounded experience in the field of affordable housing and community development.

Interns and Host Agencies sign agreements with HDC to ensure understanding of the program terms and policies, and to offer an optimal experience for the intern and the host agency.

During the program, Interns will learn hands-on what it takes to create affordable and healthy living communities, and specifically learn the intricacies of developing projects from inception to construction completion.

In addition, Interns will further develop their technical and professional skills through enrichment activities associated with HDC including additional trainings, events, conferences, and HDC Learn at Lunch events.

## INTERNSHIP PROGRAM TIMELINE

*All selected Interns will begin the program with a three-day orientation and training,* ***September 19, 20, and 23, 2024*** *followed by the start of their work with the host agency no later than the week of* ***October 7****, (as negotiated between the host, HDC, and intern). Interns who cannot attend all of the orientation and start their Internship Fall quarter will not be eligible to participate.*

**Architecture Track On-the-Job Training at Host Agencies**: Host Agencies will provide opportunities to gain hands-on experience to include:

1. Understanding Development Funding
   1. Timeline: Feasibility Studies, Proposals, and Award
   2. Funding requirements that impact design; i.e. accessibility and Evergreen Sustainable Development Standards
2. Understanding Roles and Responsibilities
   1. Internal Project Management/Teams
   2. AIA Contracts
   3. Owners, Consultants and Contractors
   4. Authority Having Jurisdiction
3. Understanding the Design Process/Phases
   1. Go-No Go Assessment
   2. Staffing and Fee
   3. Project Schedule
   4. PD, SD, DD, CD, BN, CA, PC – Deliverables and Coordination
4. Understanding the Permitting Process
   1. Different AHJ requirements in WA
   2. Relationship of design phases and permitting
   3. Codes – Opportunities and Constraints
5. Understanding Bidding and Construction Administration
   1. Roles and Responsibilities
   2. Safety
6. Leadership, Speaking and Presentation Skill Building
   1. Building a Team where everyone has a voice
   2. Communications within the Team, Consultants and Owners
   3. How to run a meeting
   4. How to present an idea

## program Activities and Other Opportunities

The Intern’s Program year will include a variety of professional and personal development opportunities. Interns will build community with their peer group members and program alumni through various activities and develop a strong network through the work and activities that occur. Some of these opportunities include:

***Pre-Program Orientation and Training:*** Interns will gather **September 19, 20, and 23** for a three-day orientation session intended to provide background for the Interns’ work, including: an introduction and overview of the history of affordable housing development and framing the housing problem with a focus on affordability, equity, and scale. This time will also be used to provide soft skill development as well as employment skills training.

***The Mid-Winter Training*:** In January, Interns take a weekend to participate in a skills development/retreat where they reflect on their intern experience and gain additional soft skills, housing & community development tools.

**Enrichment Opportunities:** Host Agencies and HDC will regularly inform Interns of various housing and 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 alsoencouraged to apply for scholarships to attend additional supplemental trainings of interest.

## INTERNSHIP PROGRAM TERM AND PAY

The intern will be a part-time, temporary employee of the host agency, per the Internship agreement. The term of the program is September 19, 2024 to June 13, 2025. Interns are expected to start no later than the week of October 7, 2024 and will commit to a work plan of 10-15 hours/week. Minimum pay is set by the minimum wage of the city in which the host agency resides. For Seattle, that’s $19.97. HDC encourages host agencies to consider equitable pay compensation. Pay is ultimately negotiated between intern and host agency, and is finalized at the time of hire.

Hours spent attending trainings and other assigned enrichment opportunities are considered work time and will be paid by the Host Agency at the agreed upon rate.

## WHO SHOULD APPLY

This opportunity is intended specifically for students who identify as Black, Indigenous, or a Person of Color, preferably enrolled in college or university (associate/trade, undergrad, or grad school), entering the last year of their program, and committed to engaging in this Internship for 10-15 hours per week in addition to their academic program through June 2025.

Note that HDC will review applications from students in various stages of their academic and professional careers. *Successful Interns will need to have strong college-level writing skills and be familiar with/comfortable using spreadsheets (i.e. Microsoft Excel).* Note: host agencies may have additional technical skills requirements including: Adobe InDesign, Photoshop, Illustrator, Revit and Autocad.

Students who have a background in, or are majoring in, Construction Management are strongly encouraged to apply. **Students enrolled in dual degree programs will not be considered for this program due to the rigor of dual degree academic requirements.**

The Housing Development Consortium values diverse perspectives and life experiences and will consider applicants regardless of race, national origin, disability, religious or political affiliation, age, sexual orientation, or gender identity.

HDC recognizes that employees with physical or mental disabilities may need reasonable accommodations to enable them to perform their essential job functions. Any employees who need reasonable accommodation has the right to notify and put in a request(s) to their supervisor.

**Seattle King County Housing Internship Program**

###### 2024-2025 Intern Application Form

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

**Applications must be submitted by June 24, 2024.** All application questions *in addition to below required materials* must be completed for this application to be considered. Add space as needed to complete your answers and submit via email with needed attachments in PDF format to:

* Dani Turk, Membership, Programs and Equity Manager: [Dani@housingconsortium.org](mailto:Dani@housingconsortium.org)
* Loren Tierney, Deputy Director: [Loren@housingconsortium.org](mailto:Loren@housingconsortium.org)

Please use **subject line: [Your First and Last Name, HDIP Application].**

Please e-mail Dani if you have any questions about the application or the program prior to the application deadline of June 24th. Prospective Interns will be selected by early August to participate in the interview process.

*Applications will be assessed based on the content of information provided in the application. Should you meet the application requirements, HDC will contact you for a preliminary interview. We may decide to contact you, if information provided in this application is not clear or if we believe it is necessary to request additional information.*

## PERSONAL INFORMATION

**Name of Applicant**: Click or tap here to enter text.

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

Click or tap here to enter text.

**Your home/best number to reach you**: Click or tap here to enter text.

**E-mail Address:** Click or tap here to enter text.

**Date of Birth**: Click or tap to enter a date.

**School Currently Attending**: Click or tap here to enter text.

**Years of college completed**: Click or tap here to enter text.

**Standing in School (i.e. Junior, Senior, 1st year, 3rd year, etc.):** Click or tap here to enter text.

**Expected graduation date (if applicable):** Click or tap to enter a date.

**Are you a first-generation University Student?** Choose an item.

**Do you speak another language?** Choose an item.

**If another language is spoken, which language(s)?** Click or tap here to enter text.

**How do you identify racially (information requested given program focus on BIPOC students)?** Click or tap here to enter text.

**Are you a full-time student?** Choose an item.

**If not, please explain here. Answering no will not affect your application status:** Click or tap here to enter text.

**How did you hear about the Housing Development Internship Program (HDIP)?**

HDC Website

Email Listserv

My University

Referral

Other (Please specify): Click or tap here to enter text.

**What geographic areas are you willing to travel to for your Internship?**

Seattle

South King County (Renton, SeaTac, Tukwila, etc.)

North King County

East King County (Kirkland, Bellevue, etc.)

**Do you have access to reliable transportation. Please Identify:**

Bus

Car

Light Rail

Other

**Please check off the area of focus in Affordable Housing that interests you the most. It can be more than one. Note: Students are only eligible to apply to one Internship Track.**

Housing Development

Asset Management/Property Management

Supportive Services

Urban Planning/Design

Policy & Advocacy

Architecture

Construction/Construction Management

Other, please describe: Click or tap here to enter text.

**Applicants to the Architect Internship Track: please identify your working experience with each of the following programs, if applicable. \*Microsoft Word, and Excel are minimally required for program consideration.**

Excel

Word

Adobe InDesign

Photoshop

Illustrator

Revit

Autocad

Other, please describe: Click or tap here to enter text.

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

Click or tap here to enter text.

## If selected for the program, can you show proof of identity and authorization to work in the U.S.? Choose an item.

**What hours of the work day do you anticipate being able to work at your internship site?**

Click or tap here to enter text.

## STATEMENT OF PURPOSE

## Please respond to the following questions to the best of your ability. Please respond in a separate document and attach with your application.

Concisely state your goals with respect to your interest in the program. Please be sure to include the following in your response:

1. Describe your background and why you are interested in the program.

2. What do you intend to do with your training and experience after the Internship ends?

3. Describe your interest in affordable housing and the housing 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).

4. 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.

## EDUCATION

List colleges/universities attended:

**School Location Dates Major(s)/Minor(s) Degree(s)**

## 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.

1. **TRANSCIPTS**

**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.**

1. **DRAWINGS AND REPORTS**

**Please attach any relevant portfolio drawings and/or reports** as a separate attachment, if applicable. *These materials are not required for consideration to the program.*

**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:

* Dani Turk at [Dani@housingconsortium.org](mailto:Dani@housingconsortium.org) and
* Loren Tierney at [Loren@housingconsortium.org](mailto: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 for your interest in HDC’s Housing Development Internship Program! We look forward to being in touch with you.**