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

### Housing Development

### Internship Program

# **2020-2021**

## Intern Application

***Application Deadline: July 24, 2020***

# **program description and application form**

## (Please read carefully before applying)

The Housing Development Consortium of Seattle-King County (HDC) is seeking applicants for the 2020-2021 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, 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 the **program administrator (HDC)**, and the third is the **host agency** (the organization where interns are placed).

As the program administrator of the internship, HDC will agree to assist and convene 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 2020), and who will commit to 9 months of part-time 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 serve as a mentor. Interns will learn not only the “how to”s of project management, but also about affordable housing and development. 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, interns will be actively involved in affordable housing and real estate development. Interns 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 program no later than October 2020 (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 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 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 housing conferences of their interest.

## INTERNSHIP PROGRAM TERM AND PAY

The intern will be an employee of the host agency, per the internship agreement. The term of the program is September or October 2020 to June 2021. Interns are expected to start no later than October 5, 2020 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.

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 should notify their supervisor. The need for accommodations is determined on a case-by-case basis.

## WHO SHOULD APPLY

Priority is given to students enrolled in the Fall 2020 academic quarter (2020-2021), and who are entering their last year of undergraduate or graduate studies. However, we will review applications from students in various stages of academic career. 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.   
The Housing Development Consortium values diverse perspectives and life experiences. Applicants will be considered regardless of race, national origin, disability, religious or political affiliation, age, sexual orientation, or gender identity.

## Send completed applications to: [aselefech@housingconsortium.org](mailto:aselefech@housingconsortium.org)

**Seattle King County Housing Internship Program**

###### 2020-2021 Intern Application Form

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

Applications must be submitted by 11:59 p.m. PST July 24, 2020. 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](mailto:aselefech@housingconsortium.org) and [loren@housingconsortium.org](mailto:loren@housingconsortium.org)

Thank you for your interest in the 2020–2021Housing Development Internship Program! Please send your application in PDF format by email to Aselefech Evans, Equity and Programs Manager, at [aselefech@housingconsortium.org](mailto:aselefech@housingconsortium.org) **with the subject line: [Your First and Last Name, HDIP Application].** Please call (206)-636-1254 if you have any questions about the application or the program prior to the application deadline of July 24. Potential interns will be selected by early August for an interview.

*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.*

## I. 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:** 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.

**Is spoke, are you fluent or conversational?** Choose an item.

**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.

**Please check off the area of focus in Affordable Housing that interests you the most. It can be more than one.**

Housing Development

Asset Management/Property Management

Supportive Services

Urban Planning/Design

Policy & Advocacy

Other, please describe: 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.)

**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.

**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.

*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.

On a separate page, concisely state your goals with respect to the program. Describe your background and why you are interested in the program. What do you intend to do with your training and experience after the internship ends? Please describe your interest in 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); 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 Location Dates Major(s)/Minor(s) Degree(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](mailto:aselefech@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