



Housing Development, Summer Intern

Department: Housing Development
Reports to: Director of Housing Development
Status: 8-10 week temporary assignment (40 hours per week)
FLSA Status: Non exempt

We are seeking a highly motivated and dynamic intern to make important contributions to SAHA's housing development pipeline this summer. This internship provides an opportunity to gain direct experience in affordable housing development, finance, and policy.

Position Summary: The Summer Intern will have an opportunity to engage in "hands-on" learning of the housing and real estate development process by assisting with community engagement, providing support for financing applications, and participating in the design and entitlement process for new projects. In addition, the Summer Intern will implement one or more short research projects to further the work of SAHA's housing development pipeline.

This position is characterized by a high degree of initiative, responsibility, accountability, and ability to work congenially with a wide variety of individuals, financial institutions, community-based organizations, and governmental entities. The internship is structured to last approximately 8-10 weeks from June through August 2017.

Essential Duties & Responsibilities include but are not limited to the following:

- Assists Project Managers with entitlements and competitive funding applications.
- Supports community outreach efforts for current development projects.
- Works within the Department Director and across the Organization to develop and implement short research projects.
- Performs other duties as assigned by management.

Qualifications: Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree in City & Regional Planning, Public Policy, Economics, Architecture or a related field.

Abilities and Attributes

- Commitment to SAHA's mission of serving low-income families, seniors, and people with disabilities.
- Highly motivated to pursue a career in affordable housing and community development.
- Excellent verbal and written communication skills.
- Excellent organizational, time management, and problem-solving skills
- Ability to work independently and to handle daily responsibilities and projects with minimal direction.

- Ability to work collaboratively with project teams, different levels of management, community agencies and a wide variety of individuals.
- Strong analytical and computer skills.
- Graphic design skills and experience a plus.

Certificates or Licenses

- None

Supervisory Responsibilities

- None

Mathematical Skills

- Familiarity and proficiency with real estate financial spreadsheets and/or development or construction budgets. Must have mathematical skills at an intermediate level.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 15 pounds.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Periodic attendance at meetings or hearings in non-company buildings and job sites with various environmental conditions is also required. Attendance at meetings during evening and weekend hours may be required.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.