



## Housing Policy Intern

SV@Home is seeking two (2) detail-oriented interns that are interested in learning more about local, regional, and state housing policy to support our policy and advocacy work through a 10-week summer internship. Both interns will work closely with the Executive Director and the Housing Policy Team to provide substantial administrative support. The Housing Policy Intern will be exposed to many facets of SV@Home's Housing Policy and Advocacy efforts including, coalition building, research and data analysis, community-based training and knowledge-sharing.

### **ABOUT SV@HOME**

SV@Home is a nonprofit organization in Santa Clara County whose vision is a diverse and equitable Silicon Valley where everyone has access to a safe, stable, and affordable home. As a result, the SV@Home team commits each day to driving the creation of affordable housing for a more vibrant and equitable Silicon Valley. SV@Home's approach focuses on policy, advocacy, education, and messaging to build the political and community will to support policies, programs, land use, and funding that will increase affordable housing opportunities for Santa Clara County residents.

Five guiding principles represent the values and purpose that SV@Home seeks to infuse in its work:

- Housing is a human right
- Diversity makes us stronger
- Centering equity and inclusion in our work is key
- Housing policy is not just about housing
- Working together in partnership is more impactful

In this work, our success is dependent on building a team that includes people from different backgrounds and experiences who can challenge each other's assumptions with fresh perspectives. To that end, we look for a diverse pool of applicants, including those from historically marginalized groups. This internship program will be based in our Downtown San Jose office with some flexibility regarding frequency of days in the office.

### **KEY DUTIES AND RESPONSIBILITIES**

Essential functions may include, but are not limited to, the following:

- Conduct research and summarize literature on different topics related to local, state, and regional housing policies;
- Identify, attend, and take notes on internal and external events (both virtual and in-person) relevant to the work of the SV@Home;
- Support the housing policy and planning team with regularly updating the SV@Home website with resources and other information as needed;
- Provide programmatic support for all SV@Home events, workshops, and trainings;
- Perform a variety of administrative and logistical tasks as needed.

## **QUALIFICATIONS**

A competitive candidate will have the following experience, knowledge, and attributes:

- Professional, academic, or personal interest in affordable housing policy;
- A passion for social change and a commitment to equity
- Advanced proficiency with entire Microsoft Office Suite;
- Excellent verbal, written and interpersonal communication skills;
- Must be detail-oriented, well-organized, with the ability to manage multiple projects & priorities simultaneously;
- Ability to work in a team environment;
- Ability to work independently and take initiative;
- Ideally flexible, humble, and a good listener.

## **INTERNSHIP SPECIFICS**

This is a full-time (35 hours/week), paid internship. The position is paid hourly. Ideally the candidate would start in June 2022 and wrap up in August 2022, but this can be adjusted based on their college schedule.

**Interested applicants should email a resume and writing sample to [jobs@siliconvalleyathome.org](mailto:jobs@siliconvalleyathome.org). Please indicate "Housing Policy Intern" in the subject line of your email. Thank you for your interest and we look forward to hearing from you.**

**SV@Home is committed to providing our staff with a safe work environment and supporting collective health. As such, SV@Home requires confidential proof of completed COVID-19 vaccination, including eligible booster(s) for all employees (with the exception of reasonable accommodations due to medical or religious beliefs).**

***SV@Home is an equal opportunity employer to all regardless of race, color, national origin, ancestry, sex, marital status, disability, religious or political affiliation, actual or perceived gender identity, age or sexual orientation.***