



Intern, Affordable Housing and Sustainable Communities Program

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Job Description Summary

The Enterprise Northern California office is seeking an AHSC intern to address the interlocking housing and climate change crises. The AHSC intern's central role will be to support the delivery of technical assistance (TA) to affordable housing developers and public agencies on their funding applications to the State's Affordable

Housing and Sustainable Communities (AHSC) program. The AHSC intern will work extensively with Enterprise staff to support AHSC applications that meaningfully integrate affordable housing, public transportation, and public infrastructure. The AHSC intern will work closely with multi-disciplinary teams to develop competitive scopes of work. Training on the AHSC program will be provided. The AHSC intern must be action-oriented, highly organized, and detail oriented. This position reports to the Senior Program Director for AHSC TA, and will be part of Enterprise's Northern California team, although projects may be located across the entire breadth of the State. Currently Enterprise staff are working in a hybrid environment; this position will be largely remote but applicants should be prepared to attend periodic in-person meetings in the Bay Area, and will have opportunities to work in the Enterprise San Francisco office as conditions allow.

The internship is expected to start in December 2022 and continue through April 2023, with the possibility to extend as funding and need allows. Internship hours are flexible; however, approximately 15 hours a week of workload is expected. The position will be compensated at \$30 an hour.

Job Description

Responsibilities:

- Help implement the core activities of our AHSC technical assistance practice, including but not limited to collecting and tracking information, developing presentations and resources, creating agendas, taking notes, and making maps
- Participate in various collaborative meetings with various housing developers, localities, and transit agencies
- Participate in reviewing AHSC funding applications
- Participate in the Building Sustainable Communities and Northern California Office team meetings as needed

Qualifications:

- Current graduate or undergraduate student in public policy, urban/city planning, public administration or similar field preferred; or comparable professional experience.
- Two (2) years of relevant work experience is required. A graduate degree may be substituted for up to two (2) years of experience.
- Knowledge of housing finance and development, environmental sustainability, urban/land use planning, transportation planning, or similar field
- Strong interpersonal skills, including the ability to collaborate with a diverse set of stakeholders and manage sensitive relationships
- Strong oral and written communication skills
- Outstanding project management skills and attention to detail
- Ability to work on multiple projects simultaneously in a fast-paced environment
- Excellent computer skills, including Word, PowerPoint, and Excel; experience with or willingness to gain knowledge of additional collaborative software and platforms as well as GIS and/or other mapping software

About Us



Enterprise®

Enterprise Community Partners is a national nonprofit that exists to make a good home possible for the millions of families without one.

Home is where life happens, where plans are made and futures begin. The foundation for dignity, health, education, wealth and community. Yet rents keep going up, paychecks don't keep pace, and good homes in

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