



Housing Policy Intern

Title: Housing Policy Intern

Salary: \$20/Hr.

Location: San José, CA

Job Classification: Full-Time, Temporary

Reports To: Program Manager

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. SV@Home is looking for a Housing Policy Intern to join our team of dedicated staff and board to further the organization's mission.

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. We acknowledge the historical and current impacts of racism in housing access and affordability and commit to a framework that seeks diversity, equity, inclusion, and liberation. The role is based in Santa Clara County, and we have transitioned to a hybrid model, providing access to the Downtown San Jose office.



ABOUT THE POSITION

SV@Home is seeking two (2) detail-oriented Housing Policy 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. This is a Full-Time/Temporary, Non-exempt position that reports to the Program Manager.

KEY DUTIES AND RESPONSIBILITIES

The Housing Policy Intern will be responsible for the following activities:

- Conduct research & analysis, data entry, 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 SV@Home events, workshops, and trainings;
- Perform a variety of administrative and logistical tasks as needed.

EXPERIENCE AND 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 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.



COMPENSATION:

- \$20/hour, Full time (35 hrs./wk), non-exempt, paid internship
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through May 29th, we plan to hold interviews the week of June 12th, and the internship will run from July through September. Interested applicants should email a cover letter, writing sample, and resume to 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.

DO YOU THINK THIS MIGHT BE YOU?

If you see yourself in this job description but don't feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.

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.