



**Brick by Brick Institute  
Housing Justice Internship**

**Title: Housing Justice Intern**

**Salary: \$25/Hr.**

**Location: San José, CA**

**Job Classification: Full-Time, Temporary, Non-Exempt**

**Reports To: Leadership Development Program Manager**

**ABOUT SV@HOME**

SV@Home is a 501(c)(3) nonprofit housing advocacy organization whose mission is to advance systems change to achieve housing affordability and housing justice. We believe that housing justice will be realized when all communities are inclusive and community members have the resources and power to lead the development of their own communities. We also believe that the path to housing justice is through centering the communities who have been historically marginalized and helping to build power to reverse the legacy of racial and economic exclusion.

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 (DEIL). The role is based in Santa Clara County, and we have a hybrid model, providing access to our Downtown San Jose office.

**SV@HOME BRICK BY BRICK INSTITUTE**

SV@Home is committed to creating and empowering our leaders of today and tomorrow by equipping them with the tools necessary to succeed in the affordable housing field. SV@Home's Brick by Brick Institute offers a suite of programs in policy advocacy education and action, leadership development, and capacity building.

SV@Home's Brick by Brick Internships are designed for undergraduate students, recent graduates, or people with relevant experience looking to launch their careers and learn about local, regional, and state housing policy. Internships have traditionally been focused on



affordable housing policy, social justice, and communications to support SV@Home's policy and advocacy work.

### **POSITION OVERVIEW**

SV@Home is seeking two (2) detail-oriented Housing Justice 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 Leadership Development Program Manager.

### **KEY DUTIES AND RESPONSIBILITIES**

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

- Complete and present a culminating capstone project integral to SV@Home's policy and/or programmatic priorities;
- 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 SV@Home;
- Support the housing policy, leadership development, and/or communications teams 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 communications, 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:**

- \$25/hour, Full time (35 hrs./wk), non-exempt, paid internship
- Monthly cell phone and parking or public transportation reimbursement

Applications will be accepted through March 14, 2025, interviews will be held on an on-going basis with qualified applicants through April 18th. The internship program will run from June 2, 2025 thru August 1, 2025. Interested applicants should email a cover letter, writing sample, and resume to [jobs@siliconvalleyathome.org](mailto:jobs@siliconvalleyathome.org). Please indicate "Housing Justice 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.*