HOUSING DEVELOPMENT CONSORTIUM (HDC)

http://www.housingconsortium.org/

Application Deadline: Wednesday January 4th, 2017

The Housing Development Consortium of Seattle-King County (HDC) is a nonprofit membership organization which represents more than 130 nonprofit organizations, private businesses, and public partners who work to develop affordable housing throughout King County. Our members are dedicated to the vision that all people should be able to live in a safe, healthy, affordable home within a community of opportunity.

HDC was founded in 1988 to bring organizations, governments, and businesses together around shared values and a commitment to affordable housing for all. Together, we advocate for equitable policy on a host of issues ranging from land use and zoning to tenant protections. Each night, over 116,000 people go home to affordable homes (rented or owned) created or preserved by HDC’s member-based network.

We are looking for an Advocacy Intern to work closely with HDC’s Policy Team to advance HDC’s 2016-2017 Advocacy priorities. During the course of the internship, the intern will gain familiarity with the state legislative process, grassroots advocacy, campaign databases, and campaign logistics.

The Housing Development Consortium Advocacy internship is unpaid and this winter, the Department of Sociology will be able to place one (1) student intern at the HDC offices.

Desired qualifications

The Housing Development Consortium internship is especially well suited for students with a commitment to increasing the supply of affordable housing in King County. Interests in public policy, non-profit and campaign work are also highly valued.

The Student Advocacy Intern needs to possess strong written and oral communication skills, as well as good organizational skills and attention to detail. Competency in Microsoft Office programs (word, excel, power point, and publisher) is also required. The Advocacy Intern should be able to work both independently and collaboratively as part of a team.

Intern responsibilities

The HDC intern will volunteer for 8-10 hours/week during regular HDC office hours in the downtown Seattle location during winter. If agreeable to the intern and HDC, there is a possibility that the internship could be extended through spring quarter as well.
UW Interns may engage in policy research and data analysis as well as grassroots campaign organizing. The intern may be asked to provide support in preparing for visits by elected officials, and also assist with strategic communications and public engagement. Through the work at HDC, the student intern will gain experience with issues-based campaigns, affordable housing policies, the local and state legislative process, and land use policy.

**Important things to know:**
- The Housing Development Consortium internship position is a Winter quarter internship (with the possibility of an extension through spring quarter). Students who are offered the internship position must also enroll in SOC 404 (Th 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. The seminar takes the place of a faculty sponsor.
- Student interns will be working at the downtown offices of the Housing Development Consortium, located at 1402 Third Ave, Suite 1230, Seattle 98101.
- Interns provide their own transportation to and from the HDC office.
- To participate, applicants must be current UW-Seattle students. Priority will be given to Sociology majors. There are no citizenship requirements or background checks, however HDC may perform a reference check.
- As part of the application process, students will have an initial interview with Susanna Hansson in the Sociology Advising office. Finalists for the positions will then interview with HDC staff before their internship can be finalized. All interview times will be set up with students via email.
- The complete applications of students who become finalists for an internship position are shared with staff at the internship location.

**Schedule:**
- The weekly commitment is 8-10 hours per week on at least two different days during regular HDC office hours for 9 weeks in winter quarter.
- The Housing Development Consortium offices in Seattle are open Monday through Friday from 8:30am to 5:30pm.
- HDC weekly staff meetings are on Tuesdays at 10:30 and student interns are encouraged to attend. Past interns have found these meetings to be very helpful.
Application for Sociology Department Internship
at the Housing Development Consortium (HDC)

Applications are due at 4:00pm on Wednesday, January 4th, 2017

1. In addition to completing this cover page, please include the following (in the order listed):
   2. A personal statement (see below)
   3. A copy of your resume (indicate that references are available on request)
   4. An unofficial copy of your UW transcript.

Personal statement: In 1-2 double-spaced pages describe your interests and qualifications and how they make you a good fit for this internship. In your statement, please mention your skills, experience or knowledge that you feel matches the qualifications for this position.

NOTE: If you are selected to interview for this internship, you will convert your personal statement into a cover letter. If you are comfortable with cover letter formats, you may submit a cover letter in place of a personal statement. The Career Guide is a great resource for writing cover letters and resumes: https://indd.adobe.com/view/111b1cf2-4b69-4138-929b-da8649638199

Please confirm in your statement that you commit to interning for winter quarter 2017 and that you are able to meet the specific shift requirements and/or trainings that this internship requires. Also note whether or not you would be available and want to continue the internship in spring quarter 2017.

Drop off a hard copy of your application by the deadline listed above in the Sociology Advising Office, Savery Hall 203. In addition, please scan your application (single sided in the order listed above) and email it Susanna Hansson at susanna@uw.edu by the same deadline.

STUDENT INFORMATION

Student Name ___________________________ Student Number _______________________

Major ___________________________ Class Standing at start of Win 17: _________________

UW email: ___________________________ Phone: _______________________________

LinkedIn profile: ___________________________

In cases where more than one internship is available, students may apply for up to two internship positions. However, a targeted, carefully considered application for one position is often stronger than more generic applications for multiple positions. If this describes you: “I don’t care where I intern, I just want an internship; any internship,” you risk coming across as desperate rather than as a thoughtful applicant who has given a great deal of thought to the kind of organization and type of work you would like to be involved in. If you wish to apply for more than one position, please complete a separate application and a position-specific personal statement/resume for the second internship position as well.

Questions? Email susanna@uw.edu