

HOUSING DEVELOPMENT CONSORTIUM (HDC)

<http://www.housingconsortium.org/>

Application Deadline: Monday November 13, 2017 @ 4:00pm

The Housing Development Consortium Seattle-King County is a non-profit member organization of more than 150 public and private organizations including local housing authorities, consultants, attorneys, service providers, developers, governments, and financial institutions. 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. We are looking for an Advocacy/Policy intern to join our policy team and support advocacy efforts in favor of policies that increase the supply of affordable housing across King County.

The student intern will work closely with HDC's Policy Team to advance HDC's 2018 Advocacy priorities. While there will be many opportunities to engage across HDC's priorities, this internship will focus primarily on tracking and researching local land use policies related to affordable housing as well as supporting member advocacy.

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. Through working at HDC, the student intern will gain experience with affordable housing policy, land use policy, and municipal planning processes.

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 student intern will volunteer for 8-10 hours/week during regular HDC office hours in the downtown Seattle location during winter. If agreeable to both the intern and HDC, there is a possibility that the internship could be extended through spring quarter as well.

Day-to-day activities will include:

- Tracking the progress of comprehensive plan updates and other planning initiatives throughout King County
- Researching local housing news, policies, and best practices

Other duties may include Land Use policy research and data analysis, strategic communications and public engagement. The intern will also have opportunities to network with HDC member organizations and staff.

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 take SOC 404 (Th 11:30-1:20pm), a weekly two-hour seminar, in winter quarter. Soc Advising will register student interns for the class.
- 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 will ask for references. DACA students are welcome to apply.
- As part of the application process, students will have an initial interview with Susanna Hansson in the Sociology Advising office. Finalists for the position 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 Cover Sheet for Sociology Department Internship at the Housing Development Consortium (HDC)

Applications are due at 4:00pm on Monday, November 13, 2017

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

Cover letter: In 1-2 double-spaced pages describe your interests and qualifications and how they make you a good fit for this internship, as well as how you believe the internship together with your background in sociology will help further your intellectual and career goals. In your statement, please mention any skills, experience or knowledge that you feel matches the qualifications for this position. If you are proficient in languages other than English, make sure to indicate that on your resume.

Please confirm in your statement that you commit to interning for Winter quarter 2018 and that you can meet the specific shift requirements and/or trainings that this internship requires.

Drop off a hard copy of your application by **4:00pm** on Monday November 13, 2017 in the Sociology Advising Office, Savery Hall 203. In addition, please scan your application (single sided in the order listed above) and email it as a PDF to Susanna Hansson at susanna@uw.edu by the same deadline.

NOTE: We will be contacting student applicants via email to set up the first round of interviews in the Sociology Advising Office during the week of November 13 – 17.

Please complete the information below before you print out this cover sheet.

STUDENT INFORMATION

Student Name _____ Student Number _____

Major _____ Class Standing at start of Win 18 _____

UW email _____ Phone _____

LinkedIn profile url _____

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 consideration 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 as well as a position-specific cover letter and resume for the second internship position.

**There is good information on how to write cover letters in the 2017/2018 Career Guide, available in the Career Center in MGH 134*