OFFICE OF FIELD POLICY AND MANAGEMENT (FPM), REGION X
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)

http://portal.hud.gov/hudportal/HUD

Application Deadline: Wednesday November 23rd, 2016

The Office of Field Policy and Management (FPM) provides direction and oversight for HUD's operations across the country. The Region X office, located in Seattle, serves Alaska, Idaho, Oregon and Washington. FPM works closely with the office of the HUD Secretary, who is a member of the President's Cabinet. Region X FPM ensures that the Secretary's key initiatives to address housing and urban development needs are effectively carried out throughout the Pacific Northwest region.

Key areas of focus include homelessness, sustainability and livability, fair housing and equity, place-based initiatives to support local communities, and external partnerships with other federal agencies, as well as state and local governments, philanthropy, non-profits and other stakeholders.

In addition, FPM ensures that HUD's critical programs, particularly those that involve multiple programs and offices within the agency, are operating effectively at the regional level. For example, FPM collaborates with the HUD Office of Fair Housing and Equal Opportunity (FHEO) in leading the Affirmatively Furthering Fair Housing Field Working Group. The field working group is a cross-program initiative within HUD to effectively implement HUD's recent Affirmatively Furthering Fair Housing rule, which requires local communities that receive HUD funds to analyze their communities and create strategies and actions to increase access to opportunity and fair housing choice for all, regardless of race, color, ethnicity, national origin, sex, disability or familial status.

The FPM/HUD internship is unpaid and this year, the Department of Sociology will be able to place one (1) student intern at FPM/HUD.

**Desired qualifications**
The FPM/HUD internship is especially suited to students with a strong commitment to equity, social justice and sustainability, and strong interests in affordable housing, community development, as well as public policy and planning. The intern will gain experience working on interagency efforts to promote sustainability and livability through the Northwest Interagency Partnership for Sustainable Communities, and will assist with place-based initiatives to support local communities through leveraging federal interagency partnerships, investments
and technical assistance. The student intern will also assist with cross-program initiatives within HUD, such as the Affirmatively Furthering Fair Housing Field Working Group.

The work requires excellent research, analytical and communication (verbal and written) skills, and strong attention to detail. Creativity and a sense of humor are also highly desirable!

**Intern responsibilities**

FPM/HUD interns volunteer for 10-12 hours per week, during regular HUD FPM office hours in both winter and spring quarters.

The student intern's responsibilities may include researching and analyzing particular policy or technical issues and presenting research findings through oral briefings/presentations and written reports; taking meeting notes and drafting meeting minutes and facilitating meeting break-out sessions. Interns may also contribute to the development of internal written communications such as talking points, briefing papers, and other reports for senior HUD officials; as well as assisting with event planning and event management for large meetings, trainings and other events serving HUD stakeholders.

**Important things to know:**

- The FPM/HUD internship position is a **1-quarter commitment for spring quarter** with a possible extension through summer quarter 2017. Students who are offered an internship position must also enroll in SOC 404 (Th 11:30-1:20pm), a weekly two-hour seminar, in spring quarter. If the internship is extended, student interns would earn academic credit by enrolling in SOC 399 for summer quarter.

- Student interns will be working at the downtown offices of FPM/HUD at 909 1st Ave #255, Seattle 98104.

- Interns provide their own transportation to and from the office.

- To participate, applicants must be current UW-Seattle students and U.S. citizens. Priority will be given to Sociology majors but students from other majors are welcome to apply.

- Applicants will be finger printed and undergo a security 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 staff at FPM/HUD 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 initial training at FPM/HUD will be a total of 6 hours; date and time to be determined based on student schedules. On-the-job and ad-hoc training will occur throughout the internship.

- The weekly commitment is 10-12 hours/week on any 3 to 4 weekdays for 9 weeks in spring quarter.

- The FPM/HUD offices in Seattle are open Monday through Friday 8:00am to 4:30pm.
Application for Sociology Department Internship at FPM/HUD

Applications are due at 12:00 noon on Wednesday, November 23, 2016

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
   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, as well as how you believe the internship together with the practicum course 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 spring quarter and that you can 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 summer quarter 2017.

Drop off a hard copy of your application by **12:00 noon** on Wednesday November 23rd, 2016 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 over Thanksgiving weekend to set up the first round of interviews that will take place November 28th-December 1 in the Sociology Advising office. Please monitor your UW email account frequently during the Thanksgiving break.

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

**STUDENT INFORMATION**

Student Name ___________________________   Student Number ____________________

Major ___________________________   Class Standing Win 17: ___________________________

UW email: ___________________________   Phone: ___________________________

LinkedIn profile: ___________________________

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 for the second internship position as well.

Questions? Email susanna@uw.edu