



Development Intern #2091

Department: Housing Development
Reports to: Project Manager
Status: 6-8 week temporary assignment (20-30 hours per week)
FLSA Status: Non exempt

This internship opportunity will provide individuals who are interested in exploring a career in affordable housing with the opportunity to gain first-hand experience in a hands-on learning environment.

Position Summary: Under the direction of a Project Manager, the Development Intern will develop and implement one or more short research projects to inform the design and construction of SAHA's affordable housing projects. In addition, the Development Intern will have an opportunity to engage in "hand-on" learning of the development process by assisting with community engagement, providing support for financing applications, and/or attending hard hat construction meetings.

This position is characterized by a high degree of initiative, responsibility, accountability, and ability to work congenially with a wide variety of individuals, financial institutions, community-based organizations, and governmental entities. The internship is structured to last approximately 6-8 weeks from May through July 2016.

Essential Duties & Responsibilities include but are not limited to the following:

- Assists Project Managers with financing, entitlement and planning applications.
- Supports community outreach process for current development project.
- Work within the Department and across the Organization to develop and implement short research projects.
- Performs other duties as assigned by management.

Qualifications: Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's Degree, or Master's Degree, or currently enrolled within a graduate program, in City & Regional Planning, Public Policy, Business Administration, or a development-related field is strongly preferred

Abilities and Attributes

- Commitment to SAHA's mission in serving low-income and working families, seniors, disabled and building strong communities.
- Excellent verbal and written communication skills.
- Highly independent, with ability to handle daily responsibilities and projects with minimal direction.
- Excellent organizational, time management and problem-solving skills.

- Ability to work independently and collaboratively with project teams, different levels of management, community agencies and a wide variety of individuals.
- Strong analytical and computer skills.
- Ability to seek creative, viable solutions to problems and coordinate many phases of project development with attention to detail.
- Must be accurate and highly detail-oriented with follow-through skills.

Certificates or Licenses

- None

Supervisory Responsibilities

- None

Mathematical Skills

- Familiarity and proficiency with real estate financial spreadsheets and/or development or construction budgets. Must have mathematical skills at an intermediate level.

Physical Demands:

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer for extended periods of time, moderate use of telephone, standing, walking, bending and reaching.
- Intermittently twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 15 pounds.

Work Environment:

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Periodic attendance at meetings or hearings in non-company buildings and job sites with various environmental conditions is also required.

How to Apply:

Interested and Qualified candidates may apply by emailing their cover letter and résumé to careers@sahahomes.org. Email subject line must include: Development Intern #2091- your First and Last name. Due to the volume of résumés we receive, it is impossible for us to contact all applicants. If you are selected for an interview you will be contacted.

People of Color are Encouraged to Apply.

Satellite Affordable Housing Associates is an Equal Opportunity Employer.