



*Opening doors to a better life*

## Multifamily Affordable Housing Policy Intern

**Opening Date:** May 4, 2021  
**Closing Date:** May 14, 2021  
**Salary:** \$15.00 per hour. No additional benefits  
**Location:** The duty station for this position is Seattle, WA. Due to the COVID-19 pandemic, telework (mobile-work) is currently expected.

\*\*In addition to the salary posted above, this position is currently receiving an additional 5% premium pay due to the position being located in King County.

The Washington State Housing Finance Commission is seeking an immediate talented intern to research policy for our multifamily housing program. Position begins as soon as possible and candidates must commit to remain available until at least July 31, 2021. We expect this project to take 80 hours. This is a temporary position and all work is to be performed remotely.

This position will be working within the **Multifamily Housing and Community Facilities Division**. This division is responsible for developing, applying and implementing policy and program recommendations for the administration of five statewide financing programs: Multifamily Housing, Nonprofit Housing, Nonprofit Facility, Beginning Farmer and Rancher, and Sustainable Energy. These programs issue bonds, allocate tax credits, or administer loans for over 50 projects annually, involving owners, developers and underwriters around the nation for projects located across the state.

### **Who we are:**

The Commission is a market-driven and self-supporting state commission created to provide below-market rate financing for building, purchase and preservation of affordable housing, and non-profit capital facilities, and community services. To achieve its goals, the Commission functions as a financing conduit for developers, lenders, first-time home buyers, real estate professionals, beginning farmers and ranchers, and non-profit organizations to provide affordable financing for homes, rental housing, and cultural and social services facilities. Commission financing does not utilize or impact the state's credit.

We believe that creating a diverse, inclusive, and equitable environment is important and vital to the success of the Commission. We believe in working together to create an environment free from harassment and discrimination and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

### **Principal Responsibilities:**

- Research inequities in affordable housing development and finance in Washington State
- Report on findings by July 1, 2021

**Desirable qualifications: We are most interested in candidates who meet or exceed the following criteria:**

- Currently enrolled in, or recently completed a degree program in public policy, planning, real estate, or a related field
- Keen interest and excitement about affordable housing policy, race and social justice issues, and an eagerness to learn more about the field.
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions.
- Excellent oral and written communicator
- Ability to work with software programs such as the Microsoft Office Suite, Microsoft Teams, and our Salesforce database

**Application Procedures:**

Interested applicants should apply by submitting a current resume and references by email (our preferred method), fax or postal service by May 14, 2021 to:

**Cindy Felker, Human Resources**  
**Washington State Housing Finance Commission**  
**1000 2<sup>nd</sup> Ave., Suite 2700**  
**Seattle, WA 98104**

**Voice/Message:** (206) 287-4402 OR 1-800-767-HOME

**Fax:** (206) 587-5113

**E-mail:** [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org)

**Web Site:** <http://www.wshfc.org>

In addition, please complete the Applicant Profile Form posted on our website and submit with your application materials. **The completion of this form is voluntary.**

Please include your name and preferred pronouns in your application to ensure we address you appropriately throughout the application process.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the Housing Finance Commission may verify information and that untruthful or misleading information is cause for removal from the applicant pool or dismissal if employed. Only those individuals who clearly demonstrate the stated qualifications will be considered.

To qualify and receive veteran's preference, you must attach a copy of the discharge, DD214 or NGB Form 22, with your application materials.

The Washington State Housing Finance Commission is committed to providing equal employment, job assignments and promotional opportunities to all qualified applicants and employees. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. We are committed to providing reasonable accommodation to all staff as needed. Women, black, Indigenous and people of color, persons with disabilities, persons over 40 years of age, all honorably discharged veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Cindy Felker at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org), or at 206-287-4402.