



*Opening doors to a better life*

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## **Asset Management & Compliance Program Intern**

**Closing Date:** June 30, 2023

**Salary:** \$19.09 per hour

**Location:** 1000 2<sup>nd</sup> Ave., Suite 2700, Seattle, WA. Our office is located in beautiful downtown Seattle's Financial District on 2<sup>nd</sup> Avenue and Spring Street.

\*\*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 (Commission) is recruiting for an **Asset Management & Compliance Program Intern**.

This is a temporary position and work is to be performed through a combination of teleworking and onsite meetings as needed. The position is budgeted for six months of part time work, to take place between June 15 for 15-20 hours per week through December 31, 2023, with a hybrid work schedule (1-2 days/week in the office). The Commission will provide a laptop and an ORCA card at no cost to the intern to facilitate working remotely and in the office.

This position will be working within the Commission's Asset Management & Compliance Division. This division monitors properties financed with tax-exempt bonds, low-income housing tax credits and other public funding, as well as Federal Deposit Insurance Corporation projects. By working together with its partners, the Division ensures the long-term viability of affordable housing and ensures that federal laws and Commission Regulatory Agreements are followed. To achieve these objectives, the Asset Management and Compliance division employs a training, education, and technical assistance approach with owner and property manager partners.

### **Who we are:**

The Commission is a market-driven and self-supporting state agency 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. To this end, the Commission has recently completed and is in the process of adopting a three-year Racial Equity

Strategic Plan that will guide our programs, public engagement, and internal policies moving forward.

**Potential Areas of Focus:** Depending on the successful candidate's knowledge, experience, and interest, this position may concentrate in supporting one or more of the following efforts.

- Help with Project organization around transitioning AMC's record keeping from paper to electronic system.
  - Help staff members create electronic file categories and labels and separate the physical files into categories identified and label them.
  - Help create a protocol for minimizing some of the larger files according to the Archive Schedule. Identify which files go directly to archive and which items be uploaded to the Online System
  - Help staff cleaning out the files in the open space and Director's office. Help inventory and separate what needs to be shred, archive or dispose of.
  
- Support in data gathering and analysis for projects.
  - Support the data gathering, analyzing, and reporting process to inform policy to address negative housing outcome indicators such as eviction.
  - Improve Home Base non-compliance data gathering and reporting to inform training development, decrease non-compliance events and improve housing services overall.
  - Improve language access of forms and content.
  
- Researching community engagement tools that can be created with end users of WSHFC's housing portfolio.
  - Enhance lines of communication with residents by creating a resident portal on our website where residents can securely share documents and concerns with AMC staff; develop an external facing portal where residents can securely share documentation and concerns regarding residential/housing experiences with AMC.

The above projects will include a mix of independent and collaborative work.

#### **Desirable qualifications:**

- Currently enrolled or recent graduate of a graduate degree program in public policy, public administration, community development, planning, real estate, or a related field.
- Keen interest and excitement about affordable housing policy, racial and environmental justice, and an eagerness to learn more about the intersections between affordable housing and climate change adaptation and mitigation.
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions.
- Data analysis and reporting
- Excellent oral and written communicator.
- Ability to work with software programs including Microsoft Office Suite and Microsoft Teams.

#### **How to Apply:**

Those interested may apply by submitting a cover letter and current resume by email to:

**Cindy Felker, Human Resources at [cindy.felker@wshfc.org](mailto:cindy.felker@wshfc.org).**

**For additional information about the Commission: <http://www.wshfc.org>**

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