



Opening doors to a better life

Policy Intern – Multifamily Affordable Housing

Closing Date: June 6th, 2025
Salary: \$22.98 per hour
Location: 1000 2ⁿ Ave., Suite 2700, Seattle, WA. Our office is located in beautiful downtown Seattle's Financial District on 2nd 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 Policy Intern within our multifamily housing program.

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 three months of full-time work, to take place between Mid/Late June and September 30, 2025 (full time start and end dates negotiable depending on school schedule). Position may then be extended to 15-20 hours per week through June 30, 2026, with an entirely remote schedule possible. 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 [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 Facilities, 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 agency created to provide below-market rate financing for building, purchasing, or preserving affordable housing and nonprofit capital facilities. The Commission functions as a financing conduit between developers, lenders, first-time home buyers, real estate professionals, and nonprofit organizations to provide affordable financing for homes, rental housing, civic and social services facilities, energy conservation projects and first-time farmers and ranchers.

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.

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:

- **Policy Research:** Research and compile learnings from reviewing partner State Housing Finance Agencies' policies to inform a "Good standing policy" and other research items to support policy as identified.
- **Analysis:** Review and analyze current WSHFC program policies, create policy matrix to identify efficiencies and support evolution of streamlining policies for program users.
- **Support Interested Parties Engagement:** Support planned outreach and engagement efforts both internally and externally to inform policies and assist in survey development if needed.
- **Internal Coordination:** Participate in divisional team meetings, coordinate with similarly situated peers in other divisions, contribute to the overall division's policy work.

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

Desirable qualifications:

- Currently enrolled in or a recent graduate of a degree program in public policy, planning, real estate, or a related field.
- Keen interest and excitement about affordable housing policy, and an eagerness to learn more about the field and how policies shape outcomes.
- Race and social justice awareness.
- Preference for a candidate who can approach engagement with partners with empathy and appreciation for a variety of perspectives and lived experiences.
- Quick thinker with the ability to synthesize and research topical information to formulate policy positions.
- Excellent oral and written communicator
- Experience designing surveys or other data collection tools.
- Ability to work with software programs such as the Microsoft Office Suite and Microsoft Teams

Application Procedures:

Interested applicants should apply by submitting a cover letter and current resume by email to:

Christopher Vasquez, Human Resources at christopher.vasquez@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.