



*Opening doors to a better life*

## **Asset Management Intern – Multifamily Affordable Housing**

**Closing Date:** July 6, 2026  
**Salary:** \$ 26.10 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 Intern within our Asset Management and Compliance division.

This is a temporary position, and work is to be performed in a hybrid capacity with a minimum requirement of 1 day per week in the Downtown Seattle office. The position is budgeted for 12 months of part-time work, to take place between Mid/Late July and June 30, 2027 (part time schedule, required hours can be adjusted based on school schedule each quarter and start/end dates are negotiable depending on school schedule) Position may then be extended if approved. 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 and Compliance Division. The Commission's Asset Management and Compliance Division monitors multifamily properties financed with tax-exempt bonds, low-income housing tax credit, and other public funding for ongoing regulatory requirements and performance.

### **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:

- **Asset Management Support:** Assist in monitoring properties financed through tax exempt bonds, low-income housing tax credits and other funding programs. Assist in ongoing development and testing of asset management procedures.
- **Research and Data Analysis:** Assist in evaluating property performance to inform decision making for ongoing development of asset management processes. This includes organizing, navigating and interpreting large datasets to identify trends, risks and opportunities. Research, review and summarize market reports for key markets within Washington.
- **Internal Coordination:** Participate in divisional team meetings, coordinate with similarly situated peers in other divisions, contribute to the overall division's asset management work.

**External Partner Coordination:** Engage with other public funders and housing partners across Washington and nationally to support information sharing, asset management alignment, and collaborative efforts.

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 finance, accounting, public policy, planning, real estate, or a related field.
- Keen interest and excitement about affordable housing, and an eagerness to learn more about the field.
- Interest in learning how public funders collaborate and a willingness to participate in conversations with local, state and national housing partners.
- 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.
- Confidence reviewing large amounts of data and navigating Microsoft Excel
- Excellent oral and written communicator
- Comfort interpreting large datasets, identifying trends, and summarizing key insights to support asset management decisions. Experience using Excel tools such as pivot tables, lookups, and basic formulas is a plus.
- 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](mailto: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.