



*Opening doors to a better life*

## Digital Analytics & Program Management Intern

**Closing Date:** July 10, 2026  
**Salary:** \$ 26.63 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 Digital Analytics & Program Management Intern within our Homeownership 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 9 months of part-time work, to take place between September and May (part time schedule, approximately 10 hours weekly). 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 Homeownership Division. The Homeownership Division's work is dedicated to expanding equitable access to homeownership for low- and moderate-income Washingtonians. It administers a range of home loan and down payment assistance programs in partnership with participating lenders 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:

- Monitor, track, and analyze key performance indicators (KPIs) for the Commission's website (traffic, conversions, user behavior) and social media platforms (engagement, reach, follower growth).

- Use analytics tools (e.g., Google Analytics, Meta Insights, platform-specific analytics) to identify trends, opportunities for optimization, and key insights regarding content and campaigns.
- Prepare regular (weekly/monthly) and ad-hoc performance reports and dashboards for the Commission's partners and interested parties, summarizing findings and offering data-backed recommendations for improvement.
- Assist with competitive analysis and research on industry best practices and digital trends.
- Assist in the planning, coordination, and execution of cross-platform digital marketing campaigns, ensuring alignment with overall program goals.
- Support the development and maintenance of content calendars across social media and websites.
- Assist in creating process documentation and Standard Operating Procedures (SOPs) for digital programs and analytics workflows.

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

**Desirable qualifications:**

- Currently pursuing a Bachelor's or Master's degree in Marketing, Communications, Business Analytics, Statistics, or a related field.
- Strong analytical skills with proven experience and a genuine interest in working with datasets and translating them into actionable insights.
- Excellent written and verbal communication skills, with the ability to present complex data clearly to non-technical audiences.
- Experience with major social media platforms (Facebook, Instagram, LinkedIn, etc.) and their basic analytics.
- Proficiency in Microsoft Excel or Google Sheets (pivot tables, formulas).
- Basic knowledge or experience with web analytics tools like Google Analytics.
- Familiarity with project management principles or tools (e.g., Asana, Trello).
- Experience with data visualization tools (e.g., Tableau, Power BI).
- Basic understanding of digital marketing concepts (SEO, SEM, Email Marketing).

**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.