

Bay Area Housing Internship Program (BAHIP)

Program Description

(Please read carefully before applying)

NPH Overview

The Non-Profit Housing Association of Northern California (NPH) is very excited to announce the **third cycle of our [Bay Area Housing Internship Program \(BAHIP\)](#)**. NPH is a 40-year old nonprofit membership organization working in the 9-county Bay Area to fulfill our vision of a future where everyone has a place to call home and where low-income communities and communities of color stay and prosper in the region. We do this by activating our members - over 750 affordable housing developers, advocates, community leaders, and businesses - and working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families, and neighborhoods. Through BAHIP, NPH aims to support growing the next generation of affordable housing professionals.

Program Objectives

BAHIP is a one-year **paid** internship designed to recruit and train housing development professionals who enhance inclusion and racial equity at leading nonprofit housing development organizations in the Bay Area. This internship will provide a launching pad for Bay Area college students from low-income, communities of color backgrounds into a career in affordable housing development/project management. We strongly encourage applications from students entering their last year of college who have an academic focus on/interest in urban studies, community development, and related subject matter. Students with bilingual/bicultural backgrounds are also encouraged to apply.

Internship Program Term and Pay

The term of the program is for one year and the Internship starts in June 2020 and ends in May 2021. Interns are expected to start no later than June 30, 2020. The hourly wage for the internship will depend on the Host Agency, but will be a minimum of \$18 per hour. Hours spent attending monthly BAHIP trainings, enrichment opportunities, and the 2-day Summer Training Institute are all considered work time and will be paid at the agreed upon rate.

Who Should Apply

Priority is given to students entering their last year of undergraduate studies for the 2020-2021 academic year. We strongly encourage students to apply who have an academic focus on/interest in urban studies, community development, and other related subjects and majors. Successful interns will have a strong understanding of math and calculations/formulas, have good college level writing skills, and who are familiar/skilled with spreadsheets (i.e. Microsoft Excel). Students who have a professional, volunteer, or academic background in urban development and affordable housing are also encouraged to apply to the program. All majors are welcome to apply, and we invite all students who are interested in affordable housing.

Students of color, bilingual/bicultural students are strongly encouraged to apply. A strong commitment to affordable housing and social justice is a must!

How the Internship Works

The program will consist of three pillars to form the foundation of a successful internship experience: the **Intern**, the **Host Agency**, and **NPH**.

- The **Interns** are diverse students currently enrolled in a Bay Area college or university (preferably entering their final year of school in Fall 2020) who will commit to a one-year program of work and learning. Interns are selected via a competitive application process from across the San Francisco Bay Area and matched with a host agency based on many factors, including desired areas of focus, geographic location, etc. Interns will work full-time in Summer 2020 and become part-time once the school year begins in the Fall.
- The **Host Agency** is a nonprofit agency where each intern carries out their day-to-day work. The intern will be supervised by a designated staff person at the host agency, who will work closely with the intern and also serve as a mentor. Interns will learn the how-to's of project management and about the affordable housing and community development field. The Host Agency pays the Intern directly for their work hours.
- **NPH** is the Program Administrator of BAHIP. NPH sponsors the program and coordinates all trainings and supplemental program activities. NPH also conducts the application and matching process for both Host Agencies and Interns. Interns and host agencies sign agreements with NPH to ensure understanding of the program terms and policies, and to ensure an optimal experience for the Intern and the Host Agency.

During the course of the year, the Intern will be actively involved in affordable housing and real estate development. The Intern will learn hands-on what it takes to create affordable homes in sustainable communities, and specifically learn the intricacies of developing and rehabilitating single-family homes or multifamily housing complexes from concept inception to construction completion for low-income and ethnically diverse communities following a real estate

development process. In addition, interns will further develop their leadership skills through the program's supplemental activities described below.

Internship Program Timeline

All selected interns will begin the internship program as early in June 2020 as possible, starting as a full-time employee for the summer. The start date can be negotiated between the Host Agency, NPH, and Intern and based on completion of finals of the Spring 2020 school term. **However, Interns who cannot start their internship in June are not eligible to participate in the program.**

Orientation (June)

In June, the interns will attend **two mandatory half-day orientations (tentatively scheduled for June 19th and 26th)** that provide background for their work, including the history of community development, introduction to basic real estate fundamentals, introduction to development feasibility, and framing the housing problem with a focus on affordability, adequacy, and availability. In June, interns will also work with Host Agencies to coordinate the start date of their internships and hours of work over the summer and school year. NPH anticipates interns to be available for full-time work over the summer months and part-time during the school year.

Summer Training Institute (July)

In mid-July, all interns will be brought together to participate in the California Coalition for Rural Housing's (CCRH) Rural West Intern Program **Summer Training Institute at UC Davis**. BAHIP interns will participate in 2 days of mandatory training taught by industry professionals on a variety of affordable housing and community development topics geared toward providing them with key tools to be able to undertake their internship responsibilities more effectively. ***This is a mandatory training scheduled for the afternoon and evening of Tuesday July 21st, all of Wednesday July 22nd, and most of Thursday July 23rd. There is no option to reschedule.*** All lodging and meals are included, but interns must arrange their own travel to and from the site.

Monthly Trainings (August-May)

Beginning in September, the Program Manager will coordinate **monthly training sessions** to supplement the Interns' learning experience on relevant topics including affordable housing advocacy, navigating the project approval process, and construction management. These monthly sessions will also be an opportunity for interns to meet as a cohort for peer-to-peer networking and relationship building. These sessions will be facilitated by the Program Manager to talk about challenges and share learnings and insight, while building relationships and leadership. The Program Manager will work to schedule trainings around students' schedules so that all interns can attend.

Interns will also be able to attend and participate in NPH's Annual Fall Conference on Friday September 25th for free!

On-the-Job Training at Host Agencies

Throughout the program year Host Agencies will provide opportunities to gain **hands-on experience** through various tasks and activities:

- Participating and helping facilitate community meetings about proposed developments
- Assisting with land and property acquisitions
- Conducting an assessment or needs survey to determine the housing and community development needs of low-income people
- Participating in planning meetings with the architect and property management on the design of architectural drawings for affordable housing developments (as well as community facilities such as child care centers and community recreation buildings)
- Assist with the financial applications and loan closings for developments
- Participating in construction meetings and preparing construction draw requests.

Final Session and Graduation

To culminate the program year, interns will present a **project portfolio** detailing their key work assignments and products that can be shared with colleagues and prospective employers. Interns are celebrated and recognized for their efforts and successful graduation from the program at a joyous and festive **Graduation** event in May.

Enrichment Opportunities

Host Agencies and NPH will regularly inform interns of various housing and community development events, resources, training opportunities, and job announcements via NPH member emails. Interns will also have access to all NPH-related trainings, brown bag trainings, and workshops at no cost to the Intern. Host Agencies will encourage interns to participate in outside trainings as appropriate. Interns are also encouraged to apply for scholarships to attend housing conferences of their interest.

More Information

Applicants are welcome to attend an informational webinar to learn more about the program and ask questions about the application process. Webinars will take place on Monday February 3rd at 12pm and Thursday February 13th at 12pm. Please contact Monica at Monica@nonprofithousing.org to RSVP for the webinar.

Send completed applications to: monica@nonprofithousing.org

OR use the online form at www.nonprofithousing.org/bahip/

Applications are due by 11:59pm on Friday March 6, 2020!