



BAY AREA HOUSING
**INTERNSHIP
PROGRAM**

PROGRAM DESCRIPTION

Please read carefully before applying





The Non-Profit Housing Association of Northern California (NPH) is very excited to announce the **sixth cycle of our [Bay Area Housing Internship Program \(BAHIP\)](#)**! Here's more information on our exciting program and details to consider before applying.

ABOUT THE NON-PROFIT HOUSING ASSOCIATION (NPH)

NPH is a 44-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, advance racial equity and support affordable homes as the foundation for thriving individuals, families, and neighborhoods. Through BAHIP, NPH aims to support the growth of the next generation of affordable housing professionals.



BAHIP 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 backgrounds and communities of color into a career in affordable housing development/project management. We strongly encourage applications from students entering their last year of college in Fall 2023 who have an academic focus or 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 program spans one year starting in June 2023 and ending in May 2024. Interns are expected to start no later than June 30, 2023. The hourly wage for the internship will depend on the Host Agency, but will be a minimum of \$20 per hour. Hours spent attending monthly BAHIP trainings, enrichment opportunities, and the Summer Training series 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 2023-2024 academic year. While we do not limit the program to particular majors, we strongly encourage students to apply who have an academic focus or interest in urban studies, community development, real estate, and other related subjects and majors. Successful interns will have a strong understanding of math and calculations/formulas, have college level writing skills, and 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, and bicultural students are strongly encouraged to apply. A strong commitment to affordable housing and social justice is a must!**

APPLICATION CHECKLIST

Make sure you submit all of the following:

- Resume
- Statement of purpose
- An unofficial transcript
- Two letters of recommendation (academic and/or professional)
- BAHIP application



HOW THE INTERNSHIP WORKS

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



Intern

The Interns are diverse students currently enrolled in a Bay Area college or university (preferably entering their final year of school in Fall 2023) 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 2023 (30-40 hours a week) and become part-time once the school year begins in the Fall (16-20 hours a week).



Host Agency

The Host Agency is a nonprofit housing 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

NPH is the Program Administrator of BAHIP. NPH sponsors the program and coordinates all trainings, supplemental program activities, and cohort-building activities. NPH also conducts the application and matching process for both host agencies and interns. Interns and their 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 their host agency. NPH also sets up the intern with a mentor, a professional of color outside of their host agency, who can help assist the intern throughout the program year.

During the course of the year, interns will be actively involved in affordable housing and real estate development. They will learn hands-on what it takes to create affordable homes in sustainable communities, and specifically learn about developing and rehabilitating multi-family housing complexes or single-family homes 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 program in June 2023, starting as a full-time employee of their host agency 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 2023 school term. **Interns who cannot start their internship in June are not eligible to participate in the program.**

Orientation | June 2023

In June, the interns will attend **two mandatory half-day orientations** that provide background for their work, including sessions on the history of community development, real estate fundamentals, development feasibility, and understanding the housing problems of affordability, adequacy, and availability. In June, interns will also work with their supervisor 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 Trainings | July/August 2023

In July, all interns will be brought together to participate in the California Coalition for Rural Housing's Intern **Summer Training Sessions in Davis or Sacramento**. BAHIP interns will participate in 2 days of mandatory cohort-building and foundational activities. ***These are mandatory sessions and we are currently proposing they take place in-person, though we will adjust as needed depending on COVID-19 conditions at that time.*** For this institute all lodging and meals are included, but interns must arrange their own travel to and from the site.



In addition to this in-person training series, we will also host a series of virtual technical trainings taught by industry professionals on a variety of affordable housing and community development topics. These trainings are geared toward providing interns with key tools to be able to undertake their internship responsibilities more effectively and introduce interns to foundational topics in the internship. ***These trainings will take place virtually over several days in late July and early August and will be mandatory as part of the internship summer work hours.***



Monthly Trainings | September 2023-May 2024

Beginning in August, the Program Manager will coordinate **monthly training sessions** to supplement the interns' learning experience on relevant topics including affordable housing advocacy, design, 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.

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:



- Assisting with land and property acquisitions
- Conducting research and needs surveys 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.
- Participating and helping facilitate community meetings about proposed developments



Final Session and Graduation (May 2024)

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 graduation event with their host agency colleagues and NPH staff in May 2024.

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-sponsored trainings, brown bag trainings, and workshops at no cost to the intern.



MORE INFORMATION

Applicants are welcome to view a recording of an informational webinar to learn more about the program: <https://youtu.be/hQSHMxyJ7FI>

APPLY TODAY!

[Click here to apply via the online application form!](#)

You can also request a Word doc application form from the Program Manager Izanie LoveNed at izanie@nonprofithousing.org

The application will open February 13, 2023 and close March 24, 2023

Learn more about BAHIP at nonprofithousing.org/BAHIP