



NON-PROFIT HOUSING ASSOCIATION  
OF NORTHERN CALIFORNIA

# **Bay Area Housing Internship Program (BAHIP)**

**2018-2019**

***Intern Application***

***Application Deadline: March 30, 2018***

# PROGRAM DESCRIPTION AND APPLICATION FORM

***(Please read carefully before applying)***

The Non-Profit Housing Association of Northern California (NPH) is very excited to announce the **first cycle of our new Bay Area Housing Internship Program (BAHIP)**. NPH is a 39-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 this new internship program, NPH hopes to support growing the next generation of affordable housing professionals.

## ABOUT THE PROGRAM'S 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 aims to 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.

## HOW THE INTERNSHIP WORKS

The program will consist of three pillars to form the foundation of a successful internship experience. The first is the intern, the second is NPH, and the third is the Host Agency (the Organization where interns are placed). **NPH** is the Program Administrator of BAHIP: NPH sponsors the program and coordinates all trainings and supplemental program activities. The **Host Agency** is a nonprofit or governmental agency where each intern carries out his/her day-to-day work. **Interns** are individuals from a low-income and/or minority background currently enrolled in a Bay Area college or university (preferably entering their final year of school in Fall 2018) 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 factors, including desired areas of focus, geographic location, etc. 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 not only the how-to's of project management, but also about the affordable housing and community development field. 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, healthy living 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 2018 as possible (negotiated between the Host, NPH, and Intern and based on completion of finals of the Spring 2018 school term of the respective Intern). **Interns who cannot start their internship in June are not eligible to participate in the program.**

In June, the interns will attend **two half-day orientations** that provide background for their work, including the history of community development, fair housing laws and practice, introduction to basic real estate fundamentals, introduction to development feasibility, and framing the housing problem with a focus on affordability, adequacy, and availability. Concurrently, interns will also work with Host Agencies to coordinate 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.

In mid-July, all interns will be brought together to participate in the California Coalition for Rural Housing's (CCRH) Intern Program **Summer Training Institute at UC Davis**. NPH interns will participate in 2 days of 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 Sunday July 15<sup>th</sup>, all of Monday July 16<sup>th</sup>, and most of Tuesday July 17<sup>th</sup>. There is no option to reschedule. All lodging and meals are included. Interns must arrange their own travel to and from the site.***

Beginning in September, the Program Manager will conduct/coordinate monthly classes on relevant topics ranging from neighborhood engagement strategies, navigating the project approval process, and transit-oriented development. 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.

**On-the-Job Training at Host Agencies:** Host Agencies will provide opportunities to gain hands-on experience in areas such as these:

- 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 and community facilities such as child care centers and community recreation buildings;
- Assist with the financial applications and loan closings for developments; and
- Participating in construction meetings and preparing construction draw requests.

Interns will also be encouraged to attend and participate in NPH's Annual Fall Conference in October. They will prepare and deliver a brief collective intern presentation at this convening as part of the conference plenary.

**Final Session and Graduation:** To culminate the program year, interns will present a final affordable housing development project to a Mock City Council or Loan Fund Committee comprised of Internship Advisory Committee Members, Executive Directors, and other leaders in the field. The final presentation is an opportunity to reaffirm their learning throughout the year. Interns are celebrated and recognized for their efforts and successful graduation from the program at a joyous and festive Graduation event.

**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. Host Agencies will encourage interns to participate in trainings as appropriate. Interns are also encouraged to apply for scholarships to attend housing conferences of their interest.

## **INTERNSHIP PROGRAM TERM AND PAY**

The term of the program is for one year and the Internship starts as early as June 2018 and ends in May 2019. Interns are expected to start no later than June 30, 2018. The hourly wage for the internship will depend on the Host Agency, but will be a minimum of \$17 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 enrolled full-time this academic year (2017-2018) and the following entire academic year (2018-2019). We strongly encourage students to apply who are entering their last year of college who have an academic focus on/interest in urban studies, community development, and related subject matter. 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 background in urban development and affordable housing are also encouraged to apply to the program, however, there are no parameters regarding interns' majors. All majors are welcome to apply and we especially encourage 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!**

**Send completed applications to: [matt@nonprofithousing.org](mailto:matt@nonprofithousing.org);**

**OR**

**Use the online form at [www.nonprofithousing.org/bahip/](http://www.nonprofithousing.org/bahip/)**