



COMMUNITY
PARTNERS for
**AFFORDABLE
HOUSING**

Affordable Housing Development Intern

Position Overview

CPAH is looking for a compassionate person who wants to join our efforts to help ensure that everyone has a place to call home. We are a nonprofit organization that develops affordable housing and provides services that empower individuals and families to secure and retain quality housing. The Affordable Housing Development Intern will assist in all aspects of the development process from initial planning to project completion. The intern will get exposure to research and analysis, funding and grants, regulatory compliance, community engagement, financial documentation, reporting, sustainability initiatives, and other aspects needed to bring an affordable housing project from concept to closing. CPAH is deeply committed to equity and diversity and welcomes applications from underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

Essential Characteristics

- High School degree or similar. Progress towards a bachelor's degree preferred.
- Strong work ethic.
- Excellent computer skills.
- Motivated and dependable.
- Ability to work independently and with teams.
- Must possess a passion for CPAH's mission.

Duties

- **Project Support:** Assist in all phases of affordable housing development, including feasibility analysis, site selection, financial modeling, and project planning.
- **Research and Analysis:** Assist in market research, gathering data, and analyzing demographic and economic trends to identify potential opportunities for affordable housing development.
- **Funding and Grants:** Assist in researching and applying for grants, tax credits, and other funding sources to support affordable housing projects.
- **Regulatory Compliance:** Assist with ensuring compliance with affordable housing regulations, zoning requirements, and environmental standards.
- **Community Engagement:** Assist with engaging community members, stakeholders, and public officials to foster positive relationships and gain community support for affordable housing.
- **Financial Documentation:** Assist in preparing financial reports, budgets, and funding.
- **Project Coordination:** Assist with various departments, external consultants, and contractors to facilitate project progress and ensure timely completion of construction.
- **Documentation and Reporting:** Assist with accurate and up-to-date records of all project-related activities and prepare regular progress reports for management.
- **Sustainability Initiatives:** Collaborate on incorporating sustainable and energy-efficient practices.

Scheduling & Compensation

CPAH's standard office hours are Monday through Friday 8:30am – 4:30pm. Up to 2 days per week may be worked remotely.

CPAH is committed to the principle of equal employment opportunity. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, religion, age, disability, sexual orientation, or gender identity.

