



Housing Authority
— of the —
City of Alameda

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AFFORDABLE HOUSING INTERNSHIPS

JOB ANNOUNCEMENT

(Up to five Positions Available for Summer 2024)

Pay rate is (\$22-\$25/ hour)

The Housing Authority of the City of Alameda (AHA) is excited to announce the availability of up to five (5) internship positions for Summer of 2024.

Internships in a number of areas of focus are available this year:

- **Housing Development projects** may involve learning about the process of developing, rehabilitating and operating affordable housing.
- **Housing Policy and Data projects** may involve learning about and interpreting and implementing housing policy and data, including the agency's Moving to Work designation.
- **Administration/Human Resources projects** will focus on a variety of assignments that may involve reviewing and updating policy, creating trainings, and participating in the recruiting process.
- **Accounting and Finance projects** focus on a variety of assignments that will involve learning about and handling accounting and finance projects.
- **Housing Programs** projects will have the opportunity to work on a variety of assignments that may involve outreach, recruitment of FSS participants and tenant education.
- **Asset Management** projects focus on a variety of assignments that will involve analyzing financial and physical assets, summarizing and understanding regulatory restrictions and policy changes.
- **Property Management** projects focus on a variety of assignments that will involve assisting with tenant outreach, emergency preparedness, analyst if utility usage and rent collection.

Interns will have the opportunity to work with a team of professionals dedicated to working on affordable housing solutions and housing policy in an agency that has been providing a range of housing assistance to low-income individuals for over 80 years. All internships have topics and projects that could be suitable for capstone or senior thesis projects. Interns will also have access to internal and industry training opportunities.



Februaury 22, 2023

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Qualifications:

- Interest in real estate, affordable housing programs, housing policy, finance accounting or community development
- Ability to work with a variety of individuals, good interpersonal skills
- Excellent research and analytical skills
- Excellent oral and written communication skills
- Proven ability to work independently and complete projects in a timely manner
- Strong computer skills, including Microsoft Word, Excel, and PowerPoint
- Candidates must be able to report in person to the Housing Authority office, 701 Atlantic Avenue, or satellite offices located elsewhere in Alameda, California Monday – Thursday during regular business hours (with the exception of holidays).
- Minimum three years' college-level coursework; bachelor's degree (BA/BS) preferred

Compensation:

- \$22.00 - 25.00 per hour, 32 hours per week

Internship Period:

- Start date is May 28, 2024
- 10-week internship period
- The positions are 8 hours per day, Monday through Thursday
- Summer interns are expected to be in person in the office; no remote work is offered for undergraduate interns. Remote work will only be considered for a graduate student working on a capstone project/research report.
- **Successful graduates from the internship program will be eligible to apply for a one year paid fellowship program with AHA.**

To Apply:

Interested applicants for a summer position may apply at (<https://form.alamedahsg.org/Forms/SummerInternshipApp>) no later than 5pm on, **March 22 , 2024**. Please indicate the dates you are available. Interviews will be scheduled in early April via conference call. Please address questions to:

- Sepideh Kiumarsi, Management Analyst, skiumarsi@alamedahsg.org

Year-Round Opportunities

Capstone internships (year-round) - Applicants that are interested in a part-time internship or capstone/research project should express interest by emailing a letter of interest and a resume, indicating the type of capstone/research project and timeline being considered. Opportunities are potentially available up to December 2024.

Please address emailed submissions to:

Febrary 22, 2023

- Sepideh Kiumarsi, Management Analyst, Skiumarsi@alamedahsg.org

The Housing Authority is an Equal Opportunity/ADA Employer. All ages are welcome to apply.