

SFHAC/BayHAC Research & Advocacy Internship

About:

The San Francisco Housing Action Coalition (SFHAC) is a member-supported non-profit organization advocating for building new, well-designed, well-located housing at all levels of affordability. Since 1999 we have created a strong alliance of home builders, architects, trade unions, community groups, and corporate partners to support the mission of ending our regional housing shortage.

We are looking for collaborative self-starters in high school or college to work with staff in support of the SFHAC/BayHAC mission. As a political advocacy organization, interns will have exposure to the fast-paced atmosphere surrounding housing at the local, regional, and state level. Responsibilities will vary day-to-day, but interns can expect to work on a variety of tasks involved in every aspect of the organization, including, but not limited to:

- Drafting scorecards and letters of support for endorsed housing projects across San Francisco and the Bay Area;
- Attending meetings with staff to gain exposure to the development and legislative processes;
- Researching current housing legislation and drafting letters of support;
- Assisting in planning of fundraising events;
- Providing additional support to the Communications Director, Deputy Director, and Executive Director

Minimum Qualifications:

- Strong written and verbal communication skills
- Ability to work collaboratively
- Ability to manage multiple tasks with a strong eye for detail
- Experience with Microsoft Office and the Google Suite is preferred
- Experience using Adobe products and design software is preferred

Internship Dates / Deadlines:

Applications will be accepted on a rolling basis. Standard internship terms are below. Applications for non-standard terms will need to include an alternative terms as a note.

- Summer: June through August/September
- Fall: September through December
- Spring: January through May

Pay:

- This internship is unpaid

Application Requirements:

- Resume outlining past experience and skills
- Cover Letter explaining how you connect with SFHAC's mission statement
- Estimated availability during the internship period (hours/week)

Submit applications to nico@sfhac.org with subject line "Research & Advocacy Internship Application." A team member will contact you promptly to schedule an initial phone interview.