

Summer HAC Research & Advocacy Internship

About:

The Housing Action Coalition (HAC) 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 to work with staff in support of our 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 combine their interests by working on 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 (virtual) 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 and informational webinars;
- 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
- Access to a computer and cell phone during Shelter-In-Place
- 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. Summer interns will begin in May/June and go through August.

Application Requirements:

- Please send the following information to Jacob Price at jacob@sfhac.org
- Resume outlining past experience and skills
- Short Cover Letter explaining how you connect with SFHAC's mission statement
- Estimated availability during the internship period (hours/week)

Location: San Francisco, Bay Area (Work will be remote amid COVID-19).

HAC is deeply committed to diversity. We strongly encourage BIPOC (Black, Indigenous and people of color), first-generation Americans, new parents, single parents, people with disabilities, and members of the queer community to apply.

HAC is an equal opportunity employer. This means that we don't discriminate against people because of their race, ethnicity, sex, age, religion, national origin, marital status, pregnancy, personal appearance, veteran status, disability, sexual orientation, gender identity or expression, family responsibilities, or political affiliation.