

We offer competitive salary, great benefits, and work that matters to our community.

The Organization

Seattle Housing Authority (SHA) is a growing, innovative, and mission-driven Agency based in Lower Queen Anne, Seattle. We are committed to advancing housing equity throughout the city, and creating a supportive, inclusive workplace for the 650+ employees who propel SHA's mission forward every day. Through our work, we expand housing opportunities for all, cultivate strong communities, and improve quality of life for our citizens and neighbors. We are best known for centering care and respect in our relationships with clients and leading with a deep commitment to race and social justice equity.

SHA's passionate and talented workforce have elevated the organization into a nationally recognized leader in housing and development. We believe in a workplace where "everyone" means "everyone," and creating an environment where employees can do their best work is the right thing to do. SHA fosters an inclusive culture where employees are celebrated for being exactly who they are and valued for their unique perspectives shaped by their lived experiences. SHA employees enjoy competitive pay and holistic benefits, flexible and alternative work arrangements, robust learning and development opportunities, career development, employee assistance program, and several affinity groups to help staff feel connected to themselves and their peers.

Every now and then self-assurance holds us back from chasing opportunities. Studies have shown that women and people of color are less likely to apply for their dream job if they don't meet every qualification. At Seattle Housing Authority, we are dedicated to building a diverse, inclusive, and authentic workplace that celebrates your identity and the background you bring with you. We don't believe there's only one 'perfect' candidate and encourage you to apply even if you don't meet every qualification. You may just be the candidate we're looking for!

The position:

We are seeking to fill an **Intergovernmental Affairs Intern Position** to participate in the research, tracking and implementation of SHA's legislative agenda, this internship will provide an in-depth understanding of the work undertaken by public housing authorities. This internship includes the opportunity to network and learn from local affordable housing leaders in the Puget Sound region and throughout Washington State. Depending on the candidate's interest areas, the Intergovernmental Affairs Intern will leave the internship having completed a long-term and in-depth bill analysis research, write and present reports other advocacy tools, or data analysis that supports SHA's legislative and/or policy agenda.

Specific work areas for the Intergovernmental Affairs Intern include:

- Researching legislation impact and opportunities under the direction of the IGR Director particularly on work pertaining to the impact of legislation on housing authorities and low-income communities.
- Researching and creating resources for SHAs related to innovative programming or policies being implemented in different communities.
- Participating in and/or presenting during coalition meetings, policy briefings, conferences, and other events relevant to SHA's policy agenda.
- Tracking, monitoring, researching, and preparing policy and/or advocacy materials related to affordable housing policy.
- Creating visually appealing advocacy materials, including infographics and one-pagers, and highlighting resident stories, to support individual SHA in our advocacy.

This role has been developed as an opportunity for students or recent graduates in public policy, political science, or other related fields to gain applied experience in local governmental processes and to deepen their understanding of legislative impacts on social policy. This internship provides a unique learning opportunity to participate in Washington affordable housing policy development; by the end of the internship, candidates will have a greater understanding of state legislative processes related to affordable housing policy and the role of local public housing authorities in these processes.

The position is a temporary full time with an estimated end date of 06/30/2023. The successful candidate will work remotely and will commit to working 20 hours per week. Specific days of work are flexible and based on the candidate's availability.

The **Intergovernmental Affairs Intern** will be paid, \$17.27 - \$22.00 per hour **D.O.E, Knowledge, Abilities.**

The ideal candidate has:

- **Proof of vaccination on first day of employment.** Please read our [vaccination policy](#).
- Bachelor's degree and current enrollment or recent graduate from a graduate level program in Public Policy, Political Science, or related field **AND** one year of work experience **OR**
- Current enrollment in a graduate or undergraduate level degree program **AND** two years of work experience.
- Strong written and verbal communications skills with the ability to communicate with individuals and groups clearly and effectively; ability to write clear and concise material for a variety of audiences and to display complex information in a graphically pleasing way is desirable.
- Experience and expertise in the organization and effective translation of complex technical information including prioritizing, keeping track of information or work in progress, ensuring accuracy, multi-tasking, attention to detail, and time management skills.
- Advanced proficiency with Microsoft Office applications including Visio and SharePoint.
- Ability to work independently and in a team, environment exhibiting a strong work ethic and accountability in completing work.
- Work effectively and positively with individuals of diverse cultural and socioeconomic backgrounds and educationally diverse populations; values diversity; treats other with respect.

What will you be doing?

- Lead and facilitate weekly legislative conference calls.
- Monitor and track legislative priorities local, state, and federal.
- Support project planning for internal and extramural legislative analysis and research.
- Assist in preparing analyses of relevant legislative and regulatory documents.
- Assist in creating materials and correspondence in support of legislative priorities.
- Assist with quantitative or qualitative research projects on affordable housing topics, as directed.
- Coordinate with team members, as appropriate.
- Perform other duties as assigned.

For information on our hiring practices, see our [diversity policy](#) and [equity policy](#).

To apply for this position please click [here](#)