



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Washington State Housing Finance Commission
Street Address	1000 Second Avenue, Suite 2700
City, State Zip Code	Seattle, Washington 98104

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

Number of Openings: 4

Capital Projects Division: In order to improve our outreach and implementation of the new Beginning Farmer/Rancher Loan Program, the Capital Projects Division of the WA State Housing Finance Commission would like to research and bring together information on what it takes to become a new farmer/rancher, which resources are available, and how to access those resources. The outcome of this research would be compiled in a clearly written and concise booklet and posted on our website with connections to other appropriate links of use to new farmers/ranchers. This would include information on how to begin the process of actually acquiring farmland, starting the business, or where to turn for information and assistance. We anticipate working on this project in collaboration with the Cascade Harvest Coalition, WSU, the state Department of Agriculture, the state Conservation Districts, lenders, and USDA. The creation of this material would improve our customer service in handling inquiries from the public, encourage the use of our bond program, and help facilitate the very important public benefit of bringing new people into farming in the state.

Homeownership Division: Under the supervision of the Division Director or their designee participates in the development of outreach efforts to ethnic, minority individuals, and disabled persons seeking their dream of homeownership. Attend marketing events and assist with marketing opportunities. Attend and assist at Homebuyer and Benefit Fairs to promote Homeownership programs. Assist with Divisional Website review and database entry of Homeownership class participants. Participates in division team meetings and may serve as a member of cross-divisional teams.

Finance Division: Under the supervision of the Senior Controller or designee, set up new bond and debt schedules in our bond portfolio management system (AOD), assist with the general ledger reconciliations and schedules as they relate to the bond funds, which may include schedule preparation for the year's audit. This position may also assist in bond fund procedure drafts and edits of drafts, and participating in the reconciliations of servicer reports to the program investment fund summaries. An accounting/finance background is desired for this position.

Tax Credit Division: In order to improve our documentation of Low Income Housing Tax Credits (LIHTC). Projects and to educate the public about affordable housing needs across the state, the Tax Credit Division of the Washington State Housing Finance Commission would like to update our database of information. The outcome of this effort will be the creation of current state map(s) of LIHTC affordable housing projects completed, current pending projects and areas where additional affordable housing is likely needed in a report form. This information would include information on local funding tools, (i.e. Federal, State & Local Trust Fund(s), and County & City resources directed toward housing). We anticipate working with federal, state, county and city governments in the gathering and sharing of information in this report. Experience using mapping (GIS) software is desired for this position.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required: Completion of sophomore year of college; or completion of one year of college and one year of work experience.

Hours: The academic term is 10 weeks.

Anticipated hours/week: 40

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage: \$15

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail cover letter and résumé to site supervisor

Other:

Application Deadline: May 23, 2008

Contact Information

Site Supervisor Ms. Cindy F. Felker

Title N/A

Work Phone 206-287-4402

E-mail Address cfelker@wshfc.org