

JOB DESCRIPTION	Housing Intern
Duration:	Temporary, Part Time, Hourly Position
Reports To:	CPAH's Housing Director
Pay Range:	\$25.40 per hour, about 10 hours per week. Position to run through end of spring Term with the possibility to extend through summer
Benefits:	N/A

POSITION IS OPEN UNTIL FILLED

Community Partners for Affordable Housing

Community Partners for Affordable Housing (CPAH) was founded in 1993 by faith-based organizations in the Tigard and Tualatin area to address the need of people experiencing housing instability and homelessness. Today CPAH is a community housing development organization that provides affordable housing and resident services in Washington County (primarily Tigard and Beaverton) and Southwest Portland. CPAH is known for creative, sustainable, and beautiful development. CPAH provides resident services, including youth services, services for seniors aging in place, partnerships with agencies that support our most vulnerable residents, and eviction prevention and housing stabilization. CPAH is part of the housing advocacy community in Washington and Multnomah counties and works to educate our community on the need for housing affordability as a key component of a resilient community. Also, CPAH is absolutely committed to managing our assets as the precious resources that they are for the long term.

CPAH is a growing organization with 466 units across 10 multifamily projects and six single family homes. Three new projects are in the pipeline and additional projects are being explored. In addition to developing and maintaining affordable housing, CPAH also has a robust resident services program, and advocates for positive change and investment in local and regional affordable housing policy.

At CPAH, we understand that housing is a human right. We believe housing discrimination and a lack of access to affordable housing disproportionately hurts the most marginalized people in society, including BIPOC, LGBTQ+, and people with disabilities. We believe these communities must be centered in the work that we do, and we therefore strongly encourage applications from people with these identities or who are members of other marginalized communities.

Position Summary:

CPAH is looking to fill a position for a Housing Intern. It is CPAH's intention to train and support the individual in this position to increase their skill and capacity. The position will report to the Housing Director.

Essential Functions:

The primary funding for this internship is a grant from Portland Community Energy Fund (PCEF <https://www.portland.gov/bps/cleanenergy>) and relates to research of acquisition opportunities and feasibility, funding sources, and resources for land-banking, nonprofit and coop homeownership structures, and affordable homeownership within the West Portland Town Center area.

The internship position will additionally have the opportunity to participate and collaborate in writing applications, will review budgets and feasibility analysis, and will attend project meetings. Asset management projects and job shadowing would also be considered for this internship.

In particular, essential functions related to the grant include:

- Connecting with potential partners along the SW Transportation Corridor
- Review Existing Energy and Housing Data and generate report on opportunities for climate justice in housing development
- Assist with two focus group discussions with the community co-creating survey questions with staff and partners
- Compile outcomes and ensure milestones are met

Additional professional development opportunities may include assisting the Housing Director or staff with:

- Feasibility analysis of new development sites and projects.
- Completing funding applications and reports.
- Developing construction budgets and operating proformas
- Monitor and report on portfolio stability
- Review and organize legal documents related to partnership agreements, loans, and grants
- Other duties as assigned.

Required Knowledge, Skills, and Abilities:

- **Current PSU student in a program related to Real Estate, Urban Planning, or Public Policy or related field**
- Knowledge of Microsoft Office products, with an emphasis on Excel.
- Solid writing and communication skills.
- Comprehension of financial statements and projections.
- Being a creative problem solver and a self-starter.

Additional Characteristics:

- Excellent organizational skills and attention to detail.
- High degree of independence, initiative, responsibility, and accountability.
- Commitment to professional growth.
- Commitment to a just world and the values of equity and inclusion.

Qualifications:

Master's degree candidates preferred

Unique Job Conditions:

Requires some participation in evening and weekend meetings and events.

Proof of COVID-19 vaccination required.

Due to the COVID-19 pandemic, CPAH is currently working remotely with occasional in-office days.

Please submit a resume or CV, Cover Letter, and Writing Sample to jobs@cpahoregon.org with the heading "Housing Intern"

Community Partners for Affordable Housing is a non-profit community-based housing development organization.