

## **Legal Internship**

Part-Time Position: 15-20 hours a week

Salary: \$15/hour

Missouri Housing Development Commission (MHDC) is recruiting for part-time paid intern for Summer 2023. Intern will be expected to work between 15-20 hours a week, subject to business needs, at \$15/hour.

This internship will provide an immersive experience in public service, specifically in the world of affordable housing. This opportunity will provide professional development, a chance to integrate theory and practice, exposure to policy development, processes, procedures, and expectations of work life in the public sector.

### Dates to Remember:

Application due: **March 15, 2023**

Selection Notification: **April 28, 2023**

Summer 2023 internship period: **Monday, June 5, 2023 – Friday, July 28, 2023. (8 weeks)**

## **ORGANIZATION OVERVIEW**

MHDC is the Housing Finance Agency for the state of Missouri. MHDC is a quasi-governmental agency, which is responsible for administering numerous federal and state affordable housing-related programs on behalf of the state of Missouri targeted to Missourians with extremely-low to moderate incomes.

The state of Missouri receives millions of federal and state dollars each year to provide housing-related assistance in the form of grants to non-profits to use for direct assistance; down-payment assistance for homebuyers; and facilitation of the development of affordable housing through the federal and state Low-Income Housing Tax Credit (LIHTC) program. In addition to MHDC's administration of typical housing-related funding, as a result of the COVID-19 pandemic, millions of dollars in additional federal funding is currently being distributed through MHDC to provide housing relief for homeless and extremely-low to moderate income individuals and households.

## **CULTURE**

MHDC is a mission-driven organization providing affordable housing opportunities for extremely-low to moderate income Missourians. MHDC is committed to public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state. MHDC is a relatively small organization with fewer than 150 staff and maintains a high staff retention rate. The COVID-19 pandemic has demanded transformation in the way work is completed and how organizations function. MHDC values staff input throughout exciting organizational improvements.

## **INTERNSHIP OVERVIEW**

The intern will be paired with full-time legal staff members working with the affordable housing development departments. The intern will observe several stages of the application and development cycle of new construction and rehabilitation affordable housing developments.

## **WORKING REQUIREMENTS**

- In-office in the St. Louis, Missouri office location
- Minimum 15 hours per week, maximum 20 hours per week

## **INTERN DUTIES AND RESPONSIBILITIES**

- Assist legal staff in researching compliance matters and reviewing and drafting legal documents for real estate closings
- Conduct legal research using legal databases, Internet, and other applicable resources, and draft memos under the supervision of attorneys and staff
- Organize and manage files
- Attend meetings as applicable
- Additional projects upon request

## **QUALIFICATIONS**

- Proof of enrollment in law school and a copy of academic transcripts (official or unofficial)
- Resume with two professional or academic references
- Statement of interest
- Writing sample (3-5 pages) encouraged
- Legal research and writing skills
- Interest in affordable housing development and compliance
- Interest in real estate transactions
- Ability to interact professionally with internal staff and external stakeholders, including elected officials
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multitask and meet deadlines
- Interest in public service

## **SKILLS**

- Experience with Microsoft Office including Word and Excel.
- Excellent critical thinking and problem-solving skills
- Good written and verbal communication skills
- Detail-oriented with strong organizational skills

## **BENEFITS**

- Practical experience with varied activities
- Shadowing, mentoring, and training opportunities with experienced and accomplished public administration professionals
- Opportunity to attend meetings and events
- Flexible schedule for students
- Compensation available \$15/hour up to 20 hours a week; paid travel expenses, if applicable

## **TO APPLY**

Submit the following to: [internship@mhdc.com](mailto:internship@mhdc.com)

- **Resume with two professional or academic references**
- **Proof of enrollment in law school and a copy of academic transcripts (official or unofficial)**
- **Statement of interest**
- **Writing sample (3-5 pages)**
- **Completed application (found at <https://mhdc.com/about-us/career-opportunities/internships>)**