

Community Programs 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 at \$15/hour.

This internship will provide an immersive experience in public service, specifically in the world of emergency assistance and affordable housing programs. 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 team members working in the rental and mortgage assistance departments in our Community Programs division. The intern will observe several aspects of program administration and development, including application release, ongoing compliance, and financial monitoring.

WORKING REQUIREMENTS

- The Community Programs Internship will be in-office at the Kansas City, Missouri office location
- Minimum 15 hours per week, maximum 20 hours per week

INTERN DUTIES AND RESPONSIBILITIES

- Application scoring/reviewing/auditing
- Record and note keeping
- Attend public business meetings
- Assist in the development, implementation and maintenance of internal and external program materials, processes and procedures
- Monitoring program satisfaction and coordination of program changes
- Research for future program development
- Provide ongoing communication with internal and external stakeholders
- Travel throughout Missouri as directed
- Additional projects upon request

QUALIFICATIONS

- Enrolled in, or recently graduated from, an undergraduate or graduate program in the following fields: Business or Public Administration, Architecture, Historic Preservation, Urban Development, Political Science, Finance, Accounting, Economics, or a closely related field.
- 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 affordable housing
- 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

- **Resume**
- **Cover letter**
- **Completed application (found at <https://mhdc.com/about-us/career-opportunities/internships>)**