



Neighborhood Fundamentals, LLC

## Job Description: 2018 Policy Intern

### Internship Description

Neighborhood Fundamentals seeks a part-time (approximately 15-25 hours per week), paid Policy Intern to assist the President in implementing the organization's full suite of housing affordability and community development activities (see organizational information below). Specific tasks may include:

- Review of literature, research, and news related to affordable housing and community development
- Analyzing and summarizing source documents and writing concise policy analyses
- Database management
- Data and geospatial analysis
- Website maintenance and social media work
- Other duties as assigned

Neighborhood Fundamentals is committed to the professional development of all its employees. As a reflection of that commitment, the Policy Intern will be provided with educational opportunities related to housing and community development. The Policy Intern will also have an opportunity to attend industry meetings and connect with practitioners in the housing and community development field as part of their job responsibilities. Finally, the Policy Intern will also have the opportunity to publish their work, including blog posts on the Neighborhood Fundamentals website ([www.neighborhoodfundamentals.com](http://www.neighborhoodfundamentals.com)).

The Policy Internship is a paid position. The internship term is expected to last approximately 12 weeks, though the term is negotiable.

### Required Qualifications

Interested applicants must be enrolled in or have graduated from an undergraduate or graduate program related to housing, community development, economic development, public policy, or a related field. Applicants without formal academic experience but with equivalent work experience will be considered. Applicants should have strong writing and analytical skills. Proficiency in statistics and/or geospatial analysis is strongly preferred.

The Policy Internship is a remote/teleworking position; as such it is critical that candidates are highly-motivated and have the ability to productively work under limited in-person supervision.

### Organizational Information

Neighborhood Fundamentals, LLC provides research and technical assistance to public, private and nonprofit institutions on issues related to housing affordability and community and economic development. Neighborhood Fundamentals conducts a range of activities, including: applied policy and housing market research, policy analysis and development, program implementation and evaluation, community engagement, and technical assistance. Areas of expertise include:

- Developing regional/local comprehensive housing affordability studies and strategies;
- Planning and policy in support of equitable transit-oriented development;
- Improving the cost-effectiveness of the affordable housing delivery system;
- Developing efficient state Qualified Allocation Plans for Low-Income Housing Tax Credits;
- Planning for sustainable investments in transportation and other infrastructure;
- Devising policy strategies to affirmatively further fair housing; and
- Promoting community and economic development.

Neighborhood Fundamentals works with a range of organizations and institutions dedicated to improving housing affordability and community development, including (but not limited to): municipalities/units of local government, state agencies, developers, financial and philanthropic institutions, and community organizations.

Neighborhood Fundamentals is an equal-opportunity employer that values diversity and strives to be representative of the communities we serve.

### Application Information

Please submit a cover letter, resume, and 3-5 page writing sample to Michael A. Spotts, President at [mospotts@neighborhoodfundamentals.com](mailto:mospotts@neighborhoodfundamentals.com). Inquiries will only be accepted via e-mail.