

POSITION TITLE: Affordable Housing Policy and Planning Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Housing and Human Services

SUMMARY

Did you know that there are more than 3,800 permanently affordable homes in Boulder and more than 1,300 households live in Boulder’s five mobile home parks? Housing decides who lives in a community. Currently we are building a modular housing factory where high school students will learn tomorrow’s construction skills and zero-energy ready affordable homes are built; building regional solutions to affordable homeownership; developing financial tools for low-income and middle income homebuyers; stabilizing infrastructure and introducing new housing options in the Ponderosa Mobile Home Park; planning affordable housing in the city’s future offices; helping mobile home owners recover from disaster and more. You will support one or more housing policy projects in our offices in downtown Boulder, tour Boulder’s varied affordable housing, and learn what it takes to create more housing opportunity. Bring your passion for community!

This temporary position with the City of Boulder is part of the Housing and Human Services 2023 Youth Internship Program. This six-week (or 120 hours) internship, sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

Pay for this position is \$20/hour

DUTIES AND RESPONSIBILITIES:

- Support housing policy and planning projects with policy research, data collection, analysis and summary.
- Prepare community facing communications.
- Opportunities to attend City Council meetings and outreach and engagement events.
- Attend project meetings and team, departmental, interdepartmental and partner meetings.
- Learn or participate in other department areas to understand the broader department scope.

MINIMUM REQUIREMENTS:

- High school junior by June 2023 Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
- Familiarity and/or comfort using Microsoft Office Products, including Office 365, Excel and Word

PERSONAL QUALITIES & CHARACTERISTICS

- Embody City of Boulder's values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details
- Good verbal and written communication skills
- Strong organizational, prioritization and time management skills
- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.