**Affordable Communities of Texas Program Intern**

The Texas State Affordable Housing Corporation (TSAHC) is a 501(c)(3) nonprofit organization created at the direction of the Texas Legislature to serve as a self-sustaining, statewide affordable housing provider. To fulfill our mission, TSAHC provides innovative housing programs, including programs to help low and moderate-income households purchase homes or prepare for homeownership. Learn more about us at [www.tsahc.org](http://www.tsahc.org).

TSAHC is seeking an Intern to contribute to the continued success of TSAHC’s Affordable Communities of Texas (ACT) program. This is a temporary, part-time position compensated with an hourly wage. The Intern should be able to work 10 to 20 hours per week for a period of 12 to 24 weeks. The Intern will work in our Austin office under the supervision of the Senior Director of Development Finance.

**Essential Duties and Responsibilities:**

* Local Partner Research: Locate local non-profit and for-profit contractors able to assist with the redevelopment and sale of existing ACT properties.
* Property Sales/Marketing: List qualified properties for sale on Zillow, Trulia, MLS, or other applicable source. Actively market ACT properties.
* File Compliance: Audit existing property and homebuyer files to ensure compliance with internal and external guidelines.

In addition, the Intern may be asked to perform some or all of the following:

* Manage Program Database: Assist the Senior Director and Manager with maintaining and enhancing the database and reporting functions.
* Property Compliance: Work with local tax entities, homeowners associations and local partners to maintain property compliance with local codes and regulations.
* Property Review: Assist program staff with assessing potential acquisitions, setting scopes of work and conducting on-site inspections of properties, when necessary.
* Other duties as assigned.

**Required Knowledge, Skills and Abilities:**

* Desire to learn about affordable housing programs and services in Texas.
* Capable of taking initiative and acting independently to achieve desired results.
* Organized and detail-oriented; produce work that is accurate and complete; keep good records.
* Good at planning and time management and comfortable working on multiple projects at once.
* Solid business communication skills, both verbal and written. Willing to initiate communications via telephone rather than relying solely on email.

**Education and Experience:**

* This position is suitable for a recent college graduate or a current graduate school student.

**Compensation and Benefits:**

This position is for temporary hourly employment. Compensation consists of an hourly wage and reimbursement of work-related travel expenses, if any.

**To Apply:**

Qualified candidates may submit resumes to ddanenfelzer@tsahc.org. Please reference “ACT Program Intern” in the subject line. TSAHC is an Equal Opportunity Employer and maintains a smoke-free work environment.