



Puget Sound Regional Council

Housing Intern

Closes: Open until filled with applications reviewed beginning March 2, 2020.
Status: Temporary part-time position up to 32 hours per week and up to 3 months; nonexempt FLSA status.
Salary: \$21 per hour with limited benefits.
Timeline: Position to begin June/July 2020.
Location: Puget Sound Regional Council, Downtown Seattle, Washington

ABOUT PSRC:

The Puget Sound Regional Council is the regional transportation, growth management, and economic development planning agency serving Seattle and the central Puget Sound. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. Visit www.psrc.org to find out more. PSRC is an equal opportunity employer.

THE INTERNSHIP:

Providing adequate housing for all central Puget Sound region residents has been and will continue to be a critical issue. The Puget Sound Regional Council is working to identify and implement coordinated strategies, policies, and actions to ensure that the region's housing needs are met. [VISION 2050](#), the region's long-range plan for growth, presents an opportunity for the region to better assess and address housing needs and to develop a coordinated regional housing strategy.

PSRC is seeking a Housing Intern to join the Planning Department this summer to support the development of a regional housing needs assessment and regional housing strategy, under general supervision. This is an opportunity to gain experience working in a dynamic, multidisciplinary and collaborative department. The internship will provide opportunities for collaboration with public and private sector partners, application of housing technical expertise and research, and exposure to a diversity of municipalities and partners who are working to address housing need in the region.

The Housing Intern will work with Planning staff to support research and evaluation; develop resources; and foster collaboration and engagement in the field. The intern will also conduct and synthesize research and data analysis and support evaluation of regional housing policies and practices. The intern will support efforts to convene partners and facilitate conversation, exchange, and collaboration to increase consistency and coordination across regional housing efforts.

THE CANDIDATE:

The ideal candidate is passionate about working to ensure all people are adequately housed and has demonstrated an interest in housing policy through lived experience, coursework, or past professional experience. This is an opportunity for to grow and learn as an emerging housing professional.

The ideal candidate will have the ability to:

- Analyze housing and land use policies, strategies, and implementation actions developed under state planning legislation and federal requirements.
- Assist with research related to housing best practices in the central Puget Sound region and peer regions.
- Collect, analyze, and perform quality control measures on regional housing datasets. Handle and manage multiple, large electronic data files. Familiarity with commonly used demographic, land use, and other planning datasets is a plus.
- Provide support for events, committee, and board meetings by organizing logistics, preparing materials and assisting in registration and conduct of meetings.

Successful candidates should also possess:

- Excellent attention to detail, organization, and problem-solving skills, as well as aptitudes to work independently and as part of a team.
- Effective oral and written communication abilities to work with the general public, professionals, and agency staff.

EXPERIENCE AND EDUCATION:

- Enrollment in a Bachelor's/Master's degree in urban planning, community development, sociology, geography, public administration, or related field.
- Or, at least one-year experience in urban planning, community development, and/or related field.
- Or, any combination of education or lived experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

TO APPLY:

- **To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.**
- The voluntary and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit <https://www.psrc.org/about/careers>.
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to: Puget Sound Regional Council, attn.: HR, 1011 Western Ave., Suite 500, Seattle, WA 98104