



# Housing Division Intern

## Rental and Inclusionary Housing Programs

City of Cambridge  
Community Development Department, Housing Division

**Contact:** Linda Prosnitz  
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### Agency Description

#### Intern Responsibilities

The selected candidate will be responsible for a wide variety of tasks primarily related to inclusionary housing. The selected candidate will gain an understanding of the full range of affordable programs offered by the City.

The City's inclusionary housing program is undergoing rapid expansion, and significant policy and programmatic changes are being considered. The intern will assist in the management of the new and existing inclusionary projects. The intern will be involved in research, data collection and analysis to support the development of policies and practices for the program, particularly the rental program. The intern will also be involved in the production of annual reports and other studies related to the experience of residents in affordable housing.

#### Specific responsibilities include the following:

- Research to support development of new policies for affordable housing programs.
- Research and analysis of market rate housing developments, including rents, costs, and affordability.
- Assist with analysis of the distribution of affordable units in new and existing inclusionary projects, which may include work with developers, property owners, and property managers.
- Data analysis and presentation of results on inclusionary production and rental programs for annual reports.
- As needed, assist with consultant study of residents' experiences in affordable housing, which may include participation in resident surveys and collecting data on both market rate and affordable units in properties.
- Administrative support, community outreach, and organization, as needed.
- Additional projects may be identified based on the applicant's skills and interests and the division's needs.

#### Minimum Requirements

- Demonstrated proficiency in Excel and Word
- Ability to create reports, charts and infographics; preference for knowledge of Adobe InDesign
- Demonstrated interest in affordable housing
- Ability to work well with individuals and groups from diverse backgrounds
- Ability to analyze and present information

**Start Date:** Immediately (exact date negotiable). A commitment through June 2020 or longer is desirable

**Hours:** 15 hours / week; **Compensation:** \$16.15/ hour

To apply, please send a cover letter with a resume to:

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Community Development Department  
344 Broadway  
Cambridge, MA 02139  
Email: [Lprosnitz@cambridgema.gov](mailto:Lprosnitz@cambridgema.gov)

Please specify your available start dates and potential end date in your cover letter.