



# Housing Division Intern

## Rental and Inclusionary Housing Programs

City of Cambridge  
Community Development Department, Housing Division

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### Agency Description

The Housing Division works to promote and maintain the socioeconomic diversity of the city by managing and implementing the City's efforts to meet the housing needs of low-, moderate-, and middle-income residents, and develops initiatives to preserve and expand the City's stock of affordable rental and homeownership housing.

### Intern Responsibilities

The selected candidate will be responsible for a wide variety of tasks primarily within the inclusionary zoning and affordable rental programs, with a focus on research to support existing and new policy initiatives. The selected candidate will gain an understanding of the full range of affordable rental programs offered by the City. In addition, the candidate will participate in other activities as needed in the division.

The City's inclusionary housing and rental programs are currently undergoing rapid expansion, and major policy and programmatic changes are being considered. The intern will be involved in research and analyses, which will help to guide these changes and also assist in the development of new policies and practices. The intern will assist with the management of new and existing inclusionary housing projects, which may include work with developers and property owners. Other duties may include collection and analysis of information on applicants, tenants, and market rate and affordable properties. The intern will be expected to create reports, which will include data analysis. Duties may also include administrative support, community outreach, and organization, if needed.

**Start Date:** Immediately (exact date negotiable). A commitment through 2016 is preferred.

**Hours:** 15 hours / week; **Compensation:** \$15.04/ hour

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

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Housing Division  
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.