



## STUDENT INTERN OPPORTUNITY WITH THE HOUSING AUTHORITY OF MARICOPA COUNTY

**Position Title:** Housing Programs Assistant (INTERN)  
**Location Address:** 8910 N. 78<sup>th</sup> Avenue, Peoria, AZ. 85345  
**Paid Placement:** Paid Internship \$12.00 to \$15.00 per hour  
**Position Type:** Minimum 40 hours a week  
**Apply:** Applicants may attach resume to application when applying online at [www.maricopahousing.org](http://www.maricopahousing.org). Required background check, drug screen, and successful E-Verify employment eligibility verification. Position open until filled.

**Summary:** *Under general supervision of the Asset Manager, will assist to develop and implement plans for the development, rehabilitation, and improvements of affordable and assisted housing. Conduct planning and feasibility studies for affordable housing development and rehabilitation. Prepare and implement funding proposals and coordinate efforts to fulfill program requirements.*

**Essential Job Functions:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist Director of Asset Management to work with various funding and financing sources to improve current assets and improve operational efficiencies. Sources may include capital improvement funds, energy performance contracts, public or private funding/financing sources, project based vouchers, rental assistance, public housing units and any other combination of sources to create or improve affordable housing options for the housing authority.
- Coordinate program applications with funding/financing sources.
- Work with development consultants in coordinating feasibility and preconstruction planning for housing construction and rehabilitation projects. Prepares all appropriate reports as required and maintain compliance files for the program.
- Prepares development pro-formas for various developments using various financing options and financial models
- Assess opportunities for utilizing Replacement Housing Funds (RHF) for new developments or developing existing properties. Assist in the development the RHF plan for HUD approval.
- Research and analyze opportunities to create additional affordable housing units.
- In coordination with Procurement Department, assist in securing development consultants and team for financing, design, construction services, engineering, and cost performance in compliance with HUD regulations.
- Assists Director of Asset Management in monitoring project progress and results; assures compliance with contract specifications, timelines, plans and Davis-Bacon requirements.
- Compiles and analyzes data; prepares and processes special and recurring reports.

**Work Environment:**

- Work is performed in an office environment.

**Equipment and Tools Utilized:**

- Standard equipment includes personal computer and standard office equipment.

**Required Knowledge and Skills:**

- Knowledge of personal computer hardware and software including Microsoft Office. Proficient in excel.
- Skill in analyzing and interpreting financial documents and preparing financial reports.
- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, and other agencies.
- Skill in reviewing and verifying mathematical calculations.
- Ability to prepare accurate reports, maintain records; identify errors and reconcile.
- Ability to prioritize multiple tasks, projects, and demands.
- Ability to effectively communicate verbally and in written form.

**Education, Experience, Certifications and Licenses:**

- Internship is available for students seeking a bachelor's degree in urban planning, business or public administration, real estate, finance or related field.