



## AFFORDABLE HOUSING TAX CREDIT COALITION MEMBERSHIP AND ADMINISTRATIVE SERVICES COORDINATOR

The [Affordable Housing Tax Credit Coalition](#) (AHTCC) is seeking a Membership and Administrative Services Coordinator who is eager to support the organization in its work to grow and engage its membership as we advocate to expand and strengthen the Low-Income Housing Tax Credit (Housing Credit).

The AHTCC has experienced tremendous membership growth in recent years, growing from 160 to over 230 members in under five years. The Membership and Administrative Services Coordinator will be a critical part of efforts to further grow our organization in support of our mission, engaging our current members, and supporting the rest of the AHTCC team in our advocacy efforts.

The Membership and Administrative Services Coordinator will report to the Chief Executive Officer and will work closely with the Senior Policy and Communications Associate and the AHTCC's association and management firm, the Association & Conference Group.

The ideal candidate for this internship will be a highly organized team-player who is comfortable working in a fast-paced environment, with exceptional attention to detail and professionalism. The ideal candidate will also have demonstrated time management, and verbal and written communication skills.

This position is full-time, with benefits. The AHTCC currently maintains a hybrid work schedule, which is flexible and mostly remote. However, attendance at meetings in the office in Washington, DC, and at in-person events and meetings with external stakeholders will be required.

### About the AHTCC

The AHTCC is a trade organization of housing professionals who advocate for the Housing Credit—the nation's primary tool to finance affordable rental housing—and has been at the forefront of efforts to protect and bolster the program since the AHTCC's founding in 1988. In the year ahead we are focused on legislative and regulatory advocacy to further expand and strengthen the Housing Credit, working with Congress and the Biden Administration. Learn more about our priorities [here](#).

Our over 230 member organizations—including syndicators, investors, lenders, developers, legal and accounting professionals, state and public agencies, and coalitions—have supported the provision of more than half of the 3.6 million affordable homes financed by the Housing Credit across the country.



## Description of Roles and Responsibilities

Responsibilities will include:

- Working with the AHTCC's association management firm to process membership applications and other member information.
- Assisting with facilitating AHTCC events, webinars, and meetings including supporting the registration process.
- Updating member information to ensure robust engagement of all current members.
- Assisting with various requests and inquiries from AHTCC members.
- Collecting, cleaning, tracking, and analyzing data about the AHTCC and its membership to build organizational efficiencies, demonstrate AHTCC and member impact, and inform advocacy efforts.
- Supporting efforts to recruit new members, which will include updating membership materials, researching industry organizations, and organizing and participating in membership recruitment events.
- Making updates to member information on the AHTCC's website, and other updates as needed.
- Supporting AHTCC committees and working groups, including scheduling committee meetings and tracking and organizing materials.
- Tracking metrics for regular reports on key performance indicators.
- Assisting with processing mail and other administrative matters.

## Requirements

- Bachelor's degree
- Supportive of the mission of providing affordable housing
- Proactive, detail-oriented, and organized
- Strong verbal and written communications skills and professionalism
- Strong data management skills
- Proficient computer skills, including Microsoft Office suite (Excel, Word, and PowerPoint)
- Familiarity with major social media platforms (e.g., Twitter, Facebook, LinkedIn) and WordPress preferred
- Residence in the Washington, DC, area, with the ability to work remotely as well as to attend in-person meetings and events
- Vaccination against COVID-19

## Application Process

Candidates may apply by sending a resume and cover letter to [info@taxcreditcoalition.org](mailto:info@taxcreditcoalition.org).