



AHTCC Remote Internship Description of Roles and Responsibilities

The [Affordable Housing Tax Credit Coalition](#) (AHTCC) is seeking an intern to join our team remotely, who is interested in public policy and eager to learn more about affordable housing and advocacy by assisting the organization in working to expand and strengthen the Low-Income Housing Tax Credit (Housing Credit). You will work closely with the Executive Director and Senior Policy Analyst to help develop advocacy tools and content for communications with the AHTCC membership, conduct research, track data, and stay up to date on issues impacting affordable housing.

The ideal candidate for this internship will have an interest in advocating for affordable housing and will have demonstrated time management and organization skills, excellent verbal and written communication skills, attention to detail, and will be comfortable being a member of a team in a fast-paced environment.

This is a full-time, remote-work, paid position available for September – December 2020.

About the AHTCC

Founded in 1988, the AHTCC is a trade organization of housing professionals who advocate for affordable rental housing financed using the Housing Credit. Our for-profit and non-profit members—including syndicators, investors, lenders, developers, legal and accounting professionals, state allocating agencies, public agencies, and coalitions—seek to preserve, expand and improve the Housing Credit and complementary programs through legislative outreach and education.

Our nearly 200 member organizations have supported the provision of Housing Credit properties in every state and U.S. territory. Our members' deep expertise and dedication to affordable housing is clear: our members have syndicated more than one and a half million affordable homes, developed more than half a million affordable homes, and invested more than \$35 billion into Housing Credit properties.

Description of Roles and Responsibilities

Depending on the needs of the organization and the candidate's interests, responsibilities may include:

- Assisting in creating and updating advocacy materials and tools to equip AHTCC members to effectively advocate on behalf of the Housing Credit, including by performing research
- Drafting content for newsletters, advocacy alerts and other communications for the AHTCC membership and Board of Directors
- Collecting and analyzing data about the AHTCC membership to demonstrate its impact on low-income households across the country
- Updating social media platforms and draft copy for social media and blog posts
- Tracking the AHTCC's engagement with congressional offices and organizational key performance indicators
- Contributing to the AHTCC's legislative and membership goals by accomplishing related tasks as needed
- Assisting in preparations for AHTCC virtual events
- Participating in and summarizing affordable housing webinars, virtual meetings and events



THE AFFORDABLE HOUSING TAX CREDIT COALITION

Requirements

- Bachelor's degree required, enrollment in graduate-level education in a related field is preferred
- Strong commitment to the mission of providing affordable housing and an interest in advocacy
- Proactive, detail-oriented, and professional, with excellent written and verbal communication skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Background knowledge of the Low-Income Housing Tax Credit and other affordable housing programs preferred
- Familiarity with social media platforms preferred

Application Process

Candidates may apply by sending a resume and cover letter to info@taxcreditcoalition.org.