



Affordable Housing Tax Credit Coalition Internship Description of Roles and Responsibilities

The [Affordable Housing Tax Credit Coalition](#) (AHTCC) is seeking an intern 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). The intern will work closely with the Executive Director and Director of Advocacy and Engagement to help develop advocacy tools and content for communications with the AHTCC membership and the broader industry, 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 position is paid and full-time, though flexibility can be provided to currently enrolled students. The internship will begin in March 2021, and will run for at least three months, with the potential for further extension. The position will be remote while social distancing requirements resulting from the pandemic remain, though the ideal candidate will be located in or near Washington, D.C., where the AHTCC team is based.

About the AHTCC

The AHTCC is a trade organization of housing professionals who advocate for affordable rental housing financed using the Housing Credit, 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 the new Congress and Biden Administration. Learn more about our priorities [here](#).

Our nearly 200 member organizations—including syndicators, investors, lenders, developers, legal and accounting professionals, state allocating agencies, public agencies, and coalitions—have supported the provision of Housing Credit properties in every state and U.S. territory. AHTCC member organizations have provided financing for more than one and a half million affordable homes, invested more than \$35 billion into Housing Credit properties, and developed more than half a million affordable homes.

Description of Roles and Responsibilities

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

- Drafting content for newsletters, advocacy alerts and other communications for the AHTCC membership and broader affordable housing industry
- Assisting in creating and updating advocacy materials and tools to equip AHTCC members to effectively advocate on behalf of the Housing Credit
- Developing content for and updating the AHTCC's website, including creating new webpages about the impact of the Housing Credit

Affordable Housing Tax Credit Coalition

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- Collecting and analyzing data about the AHTCC and its membership to demonstrate AHTCC and member impact and inform advocacy efforts
- Assisting with social media outreach and engagement
- Assisting in preparations for AHTCC webinars, events and meetings
- Monitoring and summarizing congressional hearings, and other affordable housing webinars, events and meetings
- Contributing to the AHTCC's policy, communications and membership goals by accomplishing related tasks as needed

Requirements

- Bachelor's degree required, enrollment in graduate-level education in a related field is preferred • 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) • Ability to work remotely, including computer, phone and internet
- Familiarity with WordPress and major social media platforms (e.g., Twitter, Facebook, LinkedIn) preferred
- Background knowledge of the Low-Income Housing Tax Credit and other affordable housing programs preferred

Application Process

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