HOUSING ASSISTANCE COUNCIL

The Housing Assistance Council (HAC) is a national nonprofit Community Development Financial Institution (CDFI) that strengthens communities across rural America through investment and assistance with affordable housing and community and economic development initiatives. Based in Washington, DC, HAC is actively involved in shaping federal policy and the affordable housing industry with its research, lending and conferences. We also deliver technical assistance, training and affordable loans at the local level to organizations that help rural communities prosper.

POSITION DESCRIPTION

The Data Analysis Intern is part of HAC’s lending team and will gain valuable work experience participating in projects that contribute to the success of the mission of our organization, while reporting to the Senior Loan Officer. The position will be approximately 37.5 hours per week, with a stipend of $15-18 per hour commensurate with experience/responsibilities. Internship will run from the end of May through August 2022.

The Data Analysis Intern will be a participant in the Fannie Mae Future Housing Leaders program which provides access to resources, including a peer network and educational materials and opportunities.

PRIMARY RESPONSIBILITIES

- Create a spreadsheet or other analytical tool for analyzing operating costs of affordable rental properties in HAC’s loan portfolio to create benchmarks and points of reference for underwriting new loans, to evaluate current borrowers, and to assist with technical assistance for new borrowers.
- Entry of data from annual audited financial statements and other financial reports into the benchmarking/analysis spreadsheet tool.
- Assist the HAC lending team to identify USDA multifamily preservation technical assistance and loan prospects using USDA multifamily housing data and internet research.
- Reconcile/update data in the Loan Fund Customer Relationship Management (CRM) system
- Assist in analyzing loan applicant financial statements, as needed
- Assist with housing market research, as needed
QUALIFICATIONS

Required

- Enrolled in a bachelor’s program in Real Estate, Business, Economics, Accounting, Finance, or related area of study.
- Strong Excel or other database and data analysis skills and capacity.
- Knowledge and familiarity with basic financial statements and terms are essential.
- Effective communication skills.
- Ability to work a minimum of 32 hours per week.
- Strong quantitative and qualitative analytical skills.
- Unwavering attention to detail and ownership of work.
- Ability to manage multiple tasks effectively and efficiently under moderate supervision.
- Ability to work independently or in team environment as required.
- Commitment to HAC’s mission.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter to jobs@ruralhome.org with “Data Analysis Intern” in the subject line. Applications considered as received, with interviews starting immediately.

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<th>Position Title</th>
<th>Data Analysis Intern</th>
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<td>Reports to</td>
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<td>Business Unit</td>
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<td>Location</td>
<td>Washington, DC or Remote</td>
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<td>Supervisory Responsibility</td>
<td>None</td>
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<tr>
<td>Telecommuter Status</td>
<td>Position is eligible for telecommuting.</td>
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