



13TH ANNUAL

**INTERNSHIP PROGRAM
FOR DIVERSITY IN
NONPROFIT HOUSING AND COMMUNITY DEVELOPMENT**

**2010-2011
INTERN PROGRAM APPLICATION**

Deadline to Apply: April 9, 2010
But applications will be accepted until all positions are filled.

Bilingual/Bicultural applicants strongly encouraged to apply.

A program of the California Coalition for Rural Housing

For additional information, please check the website
at: [http:// www.calruralhousing.org/programs/internship-program](http://www.calruralhousing.org/programs/internship-program)

PROGRAM DESCRIPTION AND APPLICATION FORM

(Please read carefully before applying)

The California Coalition for Rural Housing (**CCRH**) is proud to announce its Thirteen Annual Rural California Internship Program for Diversity in Nonprofit Housing and Community Development (Internship Program).

ABOUT THE PROGRAM'S OBJECTIVES

The Internship Program is a one-year **paid** Internship designed to increase the staff diversity within the Affordable Housing and Community Development field and assist in meeting the diverse needs of the communities served throughout rural California and Washington State, including its emerging areas. This includes recruiting, training and retaining students who may not otherwise know about the field, and we specifically target individuals who come from low-income rural backgrounds, People of Color, and people who reflect rural California's and Washington State's diverse cultural and linguistic demographics. We give high priority to students completing their junior year at four year universities so that upon graduating from college, they may be able to be employed in entry level professional positions in the field.

HOW THE INTERNSHIP WORKS

There are three main entities that make up the program: the **Intern**, **CCRH**, and the **Host Agency**. **CCRH** is a nonprofit organization that serves as the Program Administrator and coordinator of the statewide program (we are not a public agency). **CCRH** sponsors the program and coordinates all supplemental program related activities and trainings. The **Host Agency** is the location where each Intern carries out his/her day-to-day work. Each year, an average of ten leading nonprofit affordable housing builders participate as host agencies. **Interns** are selected via a competitive application process from across the state, and placed with a host agency for one year, beginning work in the summer (full-time) and continuing through the spring (part-time). The intern works closely with a supervisor and follows an Intern Work Plan that provides a well-rounded intern experience in the field of nonprofit affordable housing and community development. All agencies target low-income people and are actively working in rural communities. Selected interns are placed at host agencies located within driving distance to the university in which they attend.

All selected interns become a part of CCRH's Internship Program, and while Interns attend various universities and carryout their internships at various host organizations, CCRH undertakes steps needed to ensure that each intern gains basic common training skills in the field and gains the opportunity to obtain the professional experience needed to pursue a career in the field after graduation from the program. CCRH remains in very close communication with Interns and Host Agencies regularly. Each Host Agency provides the day-to-day hands on training and direction to each intern via a customized scope of work designed by the Host Agency in consultation with CCRH. The Host Agency is officially the employer of the intern. Interns and host agencies sign agreements with CCRH to ensure understanding of the program terms and policies, and to ensure an optimal experience for the Intern and the Host Agency.

In general, during the course of the year, the Intern will actively be involved in the following:

Development of Affordable Housing: learn hands on what it takes to undertake community development work and create affordable healthy living communities, and specifically learn the intricacies of developing housing developments from concept inception to construction completion for low-income and ethnically diverse communities.

Project Financing: learn financial proforma development and monitoring; securing development financing, including preparing finance applications to public and private lenders; undertaking loan closings.

Land Use Issues: learn real estate site analysis, site acquisition (site control usually through purchase), and environmental assessments

Political and Social Issues: assist with obtaining local government approvals; assist with organizing low-income people for project development interactive workshops to educate them about projects and solicit design/development input; coordinate community participation meetings; assist with coordinating community acceptance strategies (ie. convincing people that housing for low-income people is valuable and needed in the community).

Community Development Leadership shadowing: participate in leadership shadowing by accompanying their Executive Director to key meetings in order to observe community leadership activities that expose the Intern to “big picture” Community Development issues, such as policy development, advocacy, community collaboratives, etc...

PROGRAM ACTIVITIES AND OTHER OPPORTUNITIES

The Intern’s Program year will include a variety of pre-professional and personal skills development opportunities. Interns also get to know their other peer group members these activities and develop strong long-lasting relationships as a result of the work and activities that occur over the year. Some of these opportunities include:

Summer Training Institute. Interns begin the program working at their host agencies and then shortly thereafter attend an intensive one-week training where professionals from the industry teach various affordable housing and community development topics. The intense week-long training also provides personal development tools (such as communication and negotiation techniques) that Interns can use in their professional and personal lives. The Institute activities helps Interns to get to know each other on a personal level and forge bonding relationships with one another, so that they are feel comfortable communicating and confiding in via the internet/telephone they return home to various parts of the state. The Summer Institute occurs in July at the University of California, Davis where all interns are hosted by CCRH.

CCRH Rural Summit. Interns have the opportunity to attend and participate in CCRH’s renowned Annual Rural Housing Summit, which usually occurs in October.

The Mid-Winter Training/Retreat. In January or February, interns take two-days in a relaxed setting to participate in a skills development/retreat where they reflect on their intern experience and gain additional community development tools.

Enrichment Opportunities. Interns are regularly informed of community development events and news via our Intern email communications via CCRH’s Program Coordinator, and attend at least one California regional housing conference. Some Host Agencies sponsor their respective Intern to other non-CCRH trainings, such as the NeighborWorks America National Training Institute, Housing Assistance Council conference, etc. (depends on Host Agency).

Final Project. Interns culminate the program with the presentation of a development project they have worked on during the year where they have to convince a mock City Council that their development project is feasible.

Graduation. The successful Intern graduates participate in a special graduation ceremony at a venue in Sacramento in April or May when the Intern program year is in its final month and occurs simultaneously with Housing California Conference. The graduation is attended by nonprofit leaders from across the state.

Resources and Employment Opportunities after Graduation. CCRH staff aggressively promotes the employment of graduating interns. Staff actively connects graduating interns with nonprofits who have jobs available and vice versa via direct dialogues with its nonprofit network. On a longer term basis, CCRH keeps a data base of graduating Interns on file and regularly forwards job announcements and resources to the group. CCRH staff often serves as references for Intern graduates.

INTERNSHIP PROGRAM TERM AND PAY

The term of the program is for one year and the Internship starts as early as June 1, 2010 and ends May 31, 2011. Interns are expected to start no later than June 30th, 2010 (all work site locations are within driving distance to the university in which the student attends so no relocation needs to occur for this program). The pay range is from \$12.00 to \$14.00 per hour, depending on geographic location. For external CCRH program sponsored trainings, CCRH pays for all intern lodging and meals per CCRH guidelines.

Who Should Apply

All applicants must be full-time students this academic year (2009-2010) and must be enrolled full-time in the fall term of the following academic year (2010-2011). Preference is given to those who are completing their junior year in college, want to pursue a career in the nonprofit housing and community development field, have a solid understanding of basic math calculations, have good writing skills, are from rural, farm worker or low-income backgrounds, and demonstrate a commitment to improve the quality of life of low-income and rural communities. The program encourages applications from various majors. Access to a vehicle is strongly preferred. **Students of Color, bilingual, bicultural students are strongly encouraged to apply. A strong commitment to affordable housing and social justice is a must!**

Host Locations for the 2010-2011 Program Year

We are currently recruiting from the following locations (students must attend universities that are within driving distance to the locations).

California locations: Salinas, Modesto, Davis, San Luis Obispo, San Diego, Foster City, Watsonville, Sacramento, West Sacramento, and Ventura.

Washington State locations: Spokane and Yakima.

Send Applications to:

California Coalition for Rural Housing
Internship Program
P.O. Box 1375
La Mesa, CA 91944
Phone: 619-741-0633

or

Electronically (PDF) to Gisela@calruralhousing.org

To learn more about the program and current interns, which is highly recommended before application submittal, please visit our website at:
www.calruralhousing.org/programs/internship-program

The Internship Program is funded by the generous support of Bank of America Community Development Bank, Citi Foundation, Wells Fargo Bank Foundation, NeighborWorks America, and Rural LISC.

CALIFORNIA COALITION FOR RURAL HOUSING

Rural California Internship Program for Diversity in
Nonprofit Housing and Community Development

2010-2011 Intern Application Form

(Important – Please read the Program Description prior to completing this application)

Applications accepted until positions are filled, but priority deadline is April 9, 2010 (Early submissions encouraged). People of Color strongly encouraged to apply. Applications must be legible and must be complete. Answers may be typed on a separate sheet and attached to the application if additional space is needed. Please mail applications to: California Coalition for Rural Housing, Internship Program, P.O. Box 1375, La Mesa, CA 91944 or e-mail originals (PDF) to Gisela@calruralhousing.org.

I. PERSONAL INFORMATION

Name of Applicant: _____

Your mailing address while in school (City/State/Zip): _____

Your home/Best Number to reach you: _____

E-mail Address: _____

Permanent Mailing Address (or other near relative address): _____

Permanent Telephone: _____

School Currently Attending: _____

Years of college completed: _____

Standing in School (i.e. Junior, Senior, etc): _____

Expected graduation date: _____

Are you a first generation University Student?

Do you speak another language? _____ (fluently or conversationally) What language?

Are you a full-time student? Yes No If not, explain on separate sheet of paper

Will you be a full-time student in the fall? Yes No

Current Major(s), Minor(s), Degree(s), and/or Areas of Study:

How did you learn about this internship program?

If selected for the program, can you work full-time during the summer of 2010 (40 hours per week starting between June 1 – June 30, 2010) **and** then part-time (approx. 20 hours per week) starting when your fall term begins and through May 31, 2011? **YES or NO**. If not, you may not qualify for the program and you may want to contact the Program Coordinator for clarification before continuing with this application.

If selected for the program, can you show proof of identify and legal authorization to work in the U.S.? _____

APPLICATION CONTINUES ON NEXT PAGE 

II. STATEMENT OF PURPOSE (must be typed). To be competitive, please address the issues listed in the paragraph below to the best of your ability.

On a separate sheet of paper, concisely state your goals with respect to the program. Describe your background and why you are interested in this program. What do you intend to do with your training and experience after the internship ends? Please describe your interest in the community development field; interest in impacting diverse, low-income and rural communities (if applicable, use examples of how you have demonstrated this in the past, and indicate any experience in working with new immigrant and/or ethnically diverse communities); and add anything else that may demonstrate your ability to be a good candidate for the program. **This statement should be typed, double-spaced, and no more than 500 words long.** Applicants are strongly encouraged to review the Program Description starting on page 1 of this application prior to preparing their Statement of Purpose.

III. EDUCATION

List colleges/universities attended:

School	Location	Dates	Major(s)/Minor(s)	Degree(s)

IV. EMPLOYMENT/VOLUNTEER EXPERIENCE

Attach a resume that includes information regarding current and past employment or volunteer experience, including employer/volunteer organization, term, and your duties (include experience you have had working within the community or with low-income communities).

V. LETTERS OF RECOMMENDATION

You are required to submit two letters of recommendation, with at least one being from a professor. Both letters should come from those persons most familiar with your community activities, employment, career interests and/or your academic work and they should be written on letterhead. Letters can be submitted separate from your application. (It will help strengthen your application if you provide a copy of the program description to the persons writing your letters). The letters can be sent separate from the other parts of your application but please follow up directly with those persons you have asked to write the letter to make sure they actually send in.

VI. Transcripts

A copy of unofficial or official college transcripts must be submitted with your application. Many universities allow you to download an unofficial transcript. Please ensure that you mail in a transcript that is in a readable format.

Applications will not be considered complete until all the above information is provided. If there are circumstances that inhibit completion of the application in a timely manner, please contact the Program Coordinator at the number or email listed in the initial part of the application instructions.

I hereby certify that all of the information included in this application is complete and accurate.

X _____
Signature of Applicant

Date

All applicants will be notified by e-mail or by telephone regarding the status of their application sometime between April and May. Please check website for updates at www.calruralhousing.org