



NEIGHBORHOOD PRESERVATION COALITION OF NEW YORK STATE

Urban Policy Internship

The Neighborhood Preservation Coalition of New York State is seeking a part-time Urban Policy Intern to be responsible for providing research, policy and program support to assist the development of the Coalition's work as a resource for urban community development organizations. Reports to the Executive Director.

- Research local, state, and federal housing policies and procedures concerning the preservation of affordable housing and community development concerns
- Respond to internal and external data requests using housing, economic development and community development indicators
- Provide technical assistance and group trainings to our membership on relevant housing topics
- Prepare articles and content for the *Neighborhood News* newsletter
- Performs other related duties as assigned

Our intern must be dependable, flexible, and able to multi-task and work independently. Strong research, writing and interpersonal communication skills are required. Working knowledge of the affordable housing industry is a plus. Commitment to policies affecting low-income people as well as a good sense of humor is required.

The hours of the position are flexible, depending on the availability of the intern. The Coalition will cooperate with any academic or training programs to facilitate an award of credit for the experience. This internship is unpaid.

Send a resume and statement of interest to Paula Gilbert at p.gilbert@npcnys.org.