

CalHDF Planning & Research Intern

The California Housing Defense Fund, also known as CalHDF, is a non-profit housing organization that uses legal advocacy and education to hold cities accountable and get housing built. CalHDF works by proactively monitoring city council and planning commission agendas across the state. We also have an intake system where the general public can reach out to us when cities and counties break state law and put up illegal barriers to housing. This is where we can use your help!

If you have a love of housing, deciphering municipal code, analyzing state law, doing the research, and being a stand-up person who helps people who are frustrated by their cities, do we have the internship for you! This is a great opportunity to learn to analyze and predict the implications of public policy, hone your plan check skills, stay up to speed on state legislation, create educational materials, and just help get housing built.

This temporary paid internship is 8-10 hours a week at a rate \$20/hr. This position is normally located in Oakland, CA, but is a temporarily remote position with a preference for those in the SF Bay Area and California generally or those with specific knowledge and/or experience with California housing. The internship formally ends in August with the possibility to continue into the Fall.

About CalHDF

The California Housing Defense Fund's core mission is to make lasting impacts to improve the affordability and accessibility of housing to current and future Californians, especially low- and moderate-income people and communities of color. We use legal advocacy and education to ensure all cities comply with their own zoning and state housing laws and do their part to help solve the state's housing shortage. We work with homeowners, small developers, and city and state government officials, providing free legal aid, education and workshops, counseling and advocacy, and pursuing housing impact litigation.

About the Position

The Planning & Research Intern reports directly to the Director of Investigations & Enforcement but at times will also work closely with Executive Director and the Director of Development & Outreach and act as support to the larger team.

Summary of Essential Job Functions

Tracking & Policy Analysis

- Actively monitor and review local planning commission and city council agendas for upcoming projects or ordinances that fall within state law protection such as the Housing Accountability Act, SB 35 Affordable Housing Streamlining, ADU law, SB9 Lot Splits and Duplexes, etc
- Keep track of state legislative proposals affecting housing production and flag and monitor those of interest to CalHDF's mission

Intake & Investigations

- Work with the Director of Planning & Investigations to act as a point of contact to parties who reach out to us for assistance regarding projects suspected to be stalled illegally
- Work with the Director of Planning & Investigations to act as first review of requests for assistance to gauge general merits of inquiries, which may include analyzing if they are covered by state laws, looking up parcels in questions, checking local zoning and specific/general plans

Research and Education

- Work with Director of Development and Outreach to assist in the creation educational materials including blog posts for homeowners, small developers, and governmental agencies to more easily understand and navigate current and proposed changes to housing law
- Review CalHDF's library of past and current housing impact litigation and help simplify our work for non-lawyer audiences
- Work with Director of Development and Outreach to research and prepare support material for educational and fundraising materials around changing housing prices, demographics, and general trends across California

Requirements

Experience and Qualifications

- Familiarity with housing at the state and local levels and a passion to get more housing built
- Excellent written and verbal communications skills
- Familiarity and experience locating and interpreting state law and local codes
- Ability to synthesize and simplify large amounts of sometimes complex information, including CalHDF's library of past and current housing impact litigation
- Proficiency with Google Suite
- Exceptional time management and organizational skills
- Strong interpersonal skills and the ability to work well with others
- Applicants with experience or coursework in Political Science, Urban Planning, Data Science, Legal Studies/Law are encouraged to apply

Expectations

- Exemplify highest standards of integrity, professionalism, discretion, excellence and accountability; demonstrates emotional intelligence and self-awareness; inspires confidence and trust; welcomes feedback.
- Exercises initiative to identify and solve problems with drive, flexibility, resourcefulness and creativity.
- Able to interact in an effective, tactful and professional manner internally, externally and with the public at large; responds graciously and promptly to the needs and requests of others.
- Plan to participate in communications efforts and public events/activities as a member of the development and communications team.

California Housing Defense Fund is an affirmative action/equal opportunity employer. Black, Indigenous, People of Color, LGBTQ+ candidates, people of all gender identities, and persons with disabilities are encouraged to apply.

To apply, please send a resume and cover letter to the CalHDF Team at hi@calhdf.org with “*First Name* *Last Name* - Planning & Research Internship” as your subject line. In your cover letter of no longer than one page, in addition to your relevant experience and qualifications, be sure to address what makes you passionate about housing.

Position open until filled. First review of applications: Monday, April 17th