



## **Paid Internship: Program Analyst Position Description**

April 2023

### ***What is CHAM?***

The [Consortium for Housing and Asset Management](#) is the only national professional association for the affordable housing asset management industry. Asset managers are critical to the preservation of our nation's affordable housing resources because they are responsible for the long-term stewardship of a portfolio of multifamily properties.

### ***What do we do?***

CHAM supports asset managers and affordable housing professionals by advancing best practices through its professional certification courses, networking opportunities, conferences, website resources and webinars.

### ***Job Tasks***

The Program Analyst is responsible for database management, data analysis and program support.

- Perform data entry and data clean up, organize member information, set up new pages and features in the site, create templates for communications and forms, and provide customer service. The analyst will be expected to watch videos and other self-training tools to learn how to use the software.
- Conduct statistical analysis of current training, program and client data. Create summary reports, graphs and visuals that portray patterns in the data.
- Support CHAM programs. Tasks could include creating web content, assisting CHAM's team during webinars and events, writing newsletter articles, note taking and summarizing meetings, and coordinating surveys and evaluations.

### **Details:**

- CHAM is a small virtual nonprofit organization. All employees work remotely.
- Compensation: \$20-22/hour depending on experience. Plus free access to CHAM's [Asset Management Specialist](#) training.
- Time Commitment: Position is from May 2023-December 2023 with potential for extension. From May-August the time commitment is 16-20 hours a week, and in the Fall it is 8-10 hours a week during the school year.

### **Position Requirements:**

- CHAM is committed to building careers in affordable housing and community development, so we are seeking someone who is currently working on a degree in an appropriate and relevant major or graduate program.
- Passion for mission-driven work
- Basic knowledge about the development and operation of affordable housing
- Strong written and oral communication skills
- Excel skills, including ability to perform data analysis
- An appropriate computer and workspace
- Experience working with database management is preferred but not required

### **Interested?**

Send your resume, a short writing sample and a cover letter explaining your interest in the position to [Julia Pierson](mailto:julia@chamonlie.org), CHAM Executive Director at [julia@chamonlie.org](mailto:julia@chamonlie.org)