

Town of Wenham  
Internship Opportunity with Affordable Housing Trust/Land Use Dept.  
Contact: Margaret Hoffman, Planning Coordinator  
978-468-5520 ext. 8  
[mhoffman@wenhamma.gov](mailto:mhoffman@wenhamma.gov)

Under provisions of the Massachusetts General Laws Chapter 44, Section 55C, the Wenham Affordable Housing Trust (AHT) was established for the purpose of providing for the creation and preservation of affordable housing in the Town of Wenham for the benefit of low and moderate income households. The AHT is seeking a temporary intern to assist with the creation of files and a database for the purpose of tracking and documenting the more than 130 affordable units in Wenham as well as units currently in the pipeline.

#### Essential Duties and Responsibilities

Under the oversight of the Planning Coordinator the intern will:

- Build a file for each affordable unit in Wenham including compliance documents, occupant info, deed restrictions, information on monitoring agency, certifications, leases, and any associated paperwork on each unit, and will be responsible for updating unit files.
- Assist with the creation of project and unit files as new developments are marketed for occupancy
- Utilize the Registry of Deeds database to obtain necessary documents
- Provide technical assistance in documenting compliance with each affordable unit's legal restrictions
- Assist in creating a database to track compliance of all affordable units in Wenham for inclusion on the State's Subsidized Housing Inventory (SHI)
- Attend a monthly AHT meeting and provide progress update to the AHT
- Approx 15 hrs/week – Flexible during Town Hall Hours
- Opportunity for remote work possible

#### Qualifications/Expectations

- Strong computer skills, including Microsoft Word, Excel, PowerPoint
- Familiarity with Massachusetts General Laws Ch 40B and Registry of Deeds website a plus
- Excellent research and analytical skills
- Excellent oral and written communication skills
- Proven ability to work independently and complete projects in a timely manner
- CORI check through Town Treasurer/Collector
- Preference will be given to applicants with 2+ years of study in Public Administration, Urban or Regional Planning, Real Estate Development, or a related field.

#### Compensation:

\$15.00 - \$20.00 per hour (commensurate with experience)

#### Internship Period:

Flexible

**Interested applicants should submit their resume and a letter of interest to [mhoffman@wenhamma.gov](mailto:mhoffman@wenhamma.gov) by Monday June 17, 2019 at 4:00 PM.**