

Position Description

DC Community Anchor Partnership (DCAP) Internship



Background

Company Overview

The Coalition for Nonprofit Housing & Economic Development (CNHED) is a 501(c)(3) association for the community economic development sector in the District of Columbia, with more than 150 organizational members. CNHED's mission is to advance community development solutions that address the inequity of under-resourced communities in the District of Columbia. CNHED's strength is in its convening power, highly successful advocacy, robust communications, and information sharing, and equipping its members with tools and resources for their work. CNHED's organizational members include nonprofit and for-profit affordable housing developers, housing counseling and service agencies, community economic development organizations, workforce and business development entities, lenders, intermediaries, and government agencies.

Program Overview

CNHED's DC Community Anchor Partnership (DCAP) is a collaborative of local anchor institutions (hospitals, universities, and utility companies) committed to growing DC minority-owned business enterprises (DC MBEs). Led by CNHED and co-convened with the Deputy Mayor for Planning and Economic Development (DMPED), DCAP works with its Anchor Members to re-engineer institutional procurement systems and create equitable access to contract opportunities. DCAP looks to strengthen the local economy by growing DC MBEs, creating jobs, and generating wealth.

Position Summary

The Coalition for Nonprofit Housing and Economic Development (CNHED) seeks an entrepreneurial, detail-oriented undergraduate or graduate intern to enhance the impact of the DC Community Anchor Partnership (DCAP). The DCAP Intern will assist and report to the Senior Director of DCAP and as well as the Chief Economic Development Officer.

Duties and Responsibilities

Duties and responsibilities may include:

- Developing and maintaining a thoughtfully organized database of minority-owned businesses operating in the District of Columbia (50% of time)
- Writing short case studies on local businesses that have benefited from the DC Community Anchor Partnership (30% of time)
- Conducting research on promising policies and programs that may positively benefit minority-owned business enterprises or under-resourced communities in the District of Columbia (20% of time)

Requirements and Qualifications

- Currently enrolled in an undergraduate or graduate program in the District of Columbia.
- Strong demonstrated interest in community development policy.
- Proficient in Microsoft Office (comfort with Excel is of particular value)
- Strong writing and analytical skills.

Compensation & Hours of Work

- \$20 per hour. This position is exempt from overtime wages.
- Monday - Friday. Up to 10 hours per week.

Terms

The employment term is March 1, 2023 (or date of hire) through May 15, 2023. There may be an option to continue the internship into the summer or restart in fall 2023.

To Apply

Please email a resume (with "DCAP Intern" in the subject line) along with a cover letter of interest to **Phil Berkaw** at pberkaw@cnhed.org. No phone calls please. The position is open until filled. References may be required.

CNHED is an equal opportunity employer. We encourage people of color, women, LGBTQIA+, and people with disabilities to apply.