



## **Housing Action Council**

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### **Rosemarie Noonan**

Executive Director

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### **Alan Gordon**

Deputy Director

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## **2018 SUMMER INTERNSHIP**

Housing Action Council, Inc. (HAC), a small not-for-profit organization dedicated to expanding housing opportunities for low and moderate income households in the Hudson Valley is seeking a law student or graduate student for an Internship position for Summer, 2018. The Intern will work under the supervision of the Executive Director who is an attorney.

The Intern will assist the Executive Director in the following areas:

- Prepare applications for tax exemption (exemption from federal income taxes and real estate taxes) for not-for-profit organizations assisted by Housing Action Council.
- Review the organizational documents and Federal and State filings of corporate entities affiliated with Housing Action Council and not-for-profit organizations assisted by HAC to assure compliance with Federal and State requirements.
- Facilitate the merger of two not-for-profit organizations assisted by HAC.
- Facilitate the transition of real property from one not-for-profit organization to another.
- Prepare amendments to condominium offering plans for affordable housing developments to be submitted for filing with the New York State Attorney General's Office.
- Prepare contracts of sale for affordable homes and prepare for closings and handle post closing issues.
- Prepare reports associated with compliance requirements of New York State, including M/WBE requirements.
- Conduct research on land use and affordable housing issues.
- Prepare applications for capital funding for affordable housing developments
- Other matters as required.

Stipend: \$6,000 for 12 Weeks (5/29/18 – 8/17/18 with 5 vacation days)

To Apply: Please email a cover letter and resume to Gaitre Rambharose, Executive Assistant ([hac@affordablehomes.org](mailto:hac@affordablehomes.org)) Contact Number: 914-332-4144