

Job Description

Job title: Summer Intern
Reports to: TBD
Company: Travois, Inc.

Date: June – August 2024
Job Type: Temporary/Paid Internship
Location: Kansas City, MO

About Us: Travois raises capital for housing and economic development in Indigenous communities, advocates for our clients and provides educational, architectural, compliance and asset management services. Travois strives to improve the lives of Indigenous peoples by providing the tools and resources to create healthy, affordable and sustainable communities.

We value diversity of thought, background, experience and opinion. We create a culture of empowerment and promote an environment that embraces different perspectives.

Travois Services:

- **Affordable Housing** - We help tribes structure affordable housing developments based on the unique needs of their communities. We work with clients to develop the project scope and timeline, secure financing, and progress through each process stage.
- **Economic Development.** - We work with tribal entities to secure financing to spur economic development in their communities.
- **Asset Management & Compliance** - We ensure investments remain safe and secure. We provide training and offer solutions for stakeholders.
- **Architectural Design** - We offer innovative and creative design solutions for affordable housing and economic developments. Our highly skilled architects work with clients to create energy-efficient and culturally appropriate designs that meet all the requirements of the financing programs.

Education & Eligibility:

- This internship is for enrolled members of native nations who are currently enrolled in or recently graduated from an undergraduate or graduate program.
- College junior and senior level students are preferred but applicants at all grade levels will be considered. This internship is open to all majors. Please refer to our list of services above to ensure the internship experience will be relevant to your course of study and future career path.

Expectations, Compensation and Lodging/Transportation:

- This internship is a 10–12-week program. Participants are expected to work 30-40 hours a week, Monday- Friday. Hours may vary depending on the workload and the candidate's availability.
- Participants will be paid hourly at a rate in the range of \$17.00 - \$25.00/hour (hourly rate will be determined based on experience level). Participants are not allowed to work overtime hours. Participants will be required to log hours and submit timesheets weekly.
- Participants who relocate, travel, or commute to our Kansas City office are eligible for a \$500/month pro-rated housing and transportation stipend. Participants are responsible for finalizing and securing travel, transportation and/or housing arrangements in Kansas City.

- Participants are required to complete an exit interview upon completion of the program. Responses and feedback will be used to improve the program.

COVID-19 considerations:

- Vaccine requirement for all staff.

Duties and Responsibilities: The intern may support the Travois teams in the development and management of Low-Income Housing Tax Credit (LIHTC) projects and/or New Market Tax Credit (NMTC) projects. Each day, our team members collaborate with Tribal developers, equity investors and industry partners on rewarding, fast-paced, challenging, deadline-driven work. The intern may also participate in administrative tasks or other initiatives developed by our management team for the internship program.

Because our business is very niche, we expect to train and mentor interns as they participate in our work and assist our teams. We are looking for an individual who is a creative problem solver, curious, compassionate, and engaged in improving their community.

Skills and Competencies:

- Excellent oral and written communication skills
- Strong individual initiative and commitment to excellence
- Competitive spirit with an enthusiasm to complete the day-to-day tasks needed to meet our client's goals and objectives
- Excellent client service and client relations
- Proficiency with relevant computer and software tools (Microsoft Office)

Physical Requirements of the Job:

- Ability to sit or stand at a desk working for extended periods during the workday
- Ability to communicate verbally, in person and by telephone, with colleagues and customers in the office and around the country
- Ability to use a computer and communicate via the internet with colleagues and customers in the office and around the country.