



Job Summary

Camber Property Group LLC (Camber) is a small and growing real estate development firm. Its principals have extensive experience in the acquisition and development of affordable, market rate, and mixed-income properties in NYC. For more information, visit www.camberpg.com.

Camber is looking for **paid** interns to work on a variety of projects under the guidance of the 2 principals of the firm. Some assignments are exciting, some are less so, but all will give you insight into the world of residential and mixed-use development. Internships will be for eight to ten weeks beginning May, 2021 but can be flexible.

Duties and Responsibilities:

Internships are open to graduate level students with an interest and applicable skill set in residential, commercial, and mixed-use development. Interns are expected to work independently and as part of a team. They must be proficient in Excel, organized, have an entrepreneurial mind set, and have relevant coursework. Specific duties will vary but will include tasks similar to these:

- Collecting due diligence materials
- Financial analysis of a project or property
- Coordination of meetings of project teams
- Creating presentations for various stakeholders
- Attending design and construction coordination meetings
- Zoning and feasibility analysis
- Assisting with an RFP response
- Site visits and market analysis

Strong quantitative skills are a must. Background or proficiency in financial underwriting is a plus. Most importantly, candidates must have a passion for the work we do.

Essential Functions

- Ability to work independently and as part of a team
- Ability to work on multiple projects and handle confidential information
- Ability to meet deadlines
- Conduct site visits to obtain knowledge of possible issues

Computer Skills

- Proficient in Microsoft Office
- Strong skills in Excel and PowerPoint

Position Qualifications

- Pursuing graduate degree.
- Real Estate Finance, Urban Planning, and Investments majors a plus.

Position Type/Expected Hours of Work

- Full-Time; Monday – Friday;

Travel

- Position requires occasional travel within the metro New York City area

Work Environment

- This job operates primarily in an office environment but may occasionally require travel offsite.

Physical Demands

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- Communicate and converse, maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- Routinely use standard office equipment.
- Occasionally push and pull items weighing 15 pounds or less.
- The ability to follow written and oral instructions and procedures.

Diversity, Equity, and Inclusion

Camber actively seeks to recruit and employ a diverse and inclusive workforce.

Affirmative Action

Camber is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sex, sexual orientation, national origin, genetics, disability, age, or veteran status.

Disclaimer

This job description in no way states or implies that this is an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements, or working conditions to be performed by the employee in this position. While this is intended to be an accurate reflection of the current

job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. It does not limit the assignment of related duties not mentioned.

All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a threat or risk to the health and safety of themselves or other employees. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State laws). Continued employment remains on an "at-will" basis.

Please email your resume and a brief expression of interest to hello@camberg.com.