



## **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](http://www.camberpg.com).

Camber is looking for **paid** interns to work on a variety of asset management projects under the guidance of Director of Asset Management and the Chief Financial Officer. Internships are open to undergraduate and graduate level students with interest in residential asset management, with a particular focus on affordable housing properties. Internships will last 10 to 12 weeks beginning June 1, 2021. There is a potential to extend the internship for the fall 2021 & spring 2022 semesters.

## **Duties and Responsibilities:**

Interns are expected to support the entire Asset Management team in a variety of projects and must be comfortable working independently and as a part of a team. They should be proficient in Excel and have a general understanding of residential real estate or have completed relevant coursework. Specific duties will vary, but potential tasks will include:

- Support Asset Management team members in managing field operations of existing portfolio assets
- Travel to properties in the NY metro area to perform site inspections, assess conditions and collect data
- Support Asset Management Analysts in the analysis of financial performances of properties under management and the identification of value-add opportunities
- Support Asset Management team in tracking construction progress, completing the permitting process, and overseeing contractors, consultants and vendors
- Collaborate with property managers to track DOB, ECB, FDNY, and HPD violations
- Maintain database and weekly trackers of financial and operational metrics for properties under management
- Assist in conducting due diligence for new and prospective acquisitions

## **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 or supervise contractors

### **Computer Skills**

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

### **Position Qualifications**

- Pursuing a Bachelor's degree or Master's degree in Finance, Accounting, Real Estate, or other relevant field required
- Attention to detail, strong organizational skills, strong problem-solving skills, willingness to learn
- Must have passion for the work we do

### **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 will occasionally require travel offsite.

### **Physical Demands**

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

- While performing duties of this job, the employee is regularly required to communicate and converse with employees and community members; maintain a stationary position (standing or sitting), move/traverse, kneel, bend, and reach with hands and arms for extended periods.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This is a largely sedentary role. The employee is occasionally required to push and pull items weighing 15 pounds or less.
- The position requires 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@camberpg.com](mailto:hello@camberpg.com).