



## **Development Summer Intern**

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### **About Us:**

Camber Property Group has been making an impact in the affordable housing market in New York City for years, developing innovative projects and preserving much-needed affordable housing in communities across the five boroughs. The firm focuses on three primary business lines: acquisition and preservation of existing affordable housing assets, new construction of affordable and supportive housing, and new construction and acquisition of transitional housing. In 2021 alone, Camber completed 3 ground up new construction projects in Ridgewood, the South Bronx and Harlem, respectively, and completed the preservation and recapitalization of nearly 1,000 units of existing affordable housing.

### **Job Summary**

Camber is looking for **paid** interns to work on a variety of development projects. Some assignments are exciting, some are less so, but all will give interns insight into the world of residential and mixed-use development. Internships will be for eight to ten weeks beginning May 2022 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 analyses
- Assisting with responses to Requests for Proposals
- Site visits and market analyses
- Managing project specific data, with ability to collect, analyze, cleanse and perform quality assurance

Strong quantitative skills are a must. Background or proficiency in financial underwriting and/or data management 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 suite
- Strong skills in Excel and PowerPoint

### **Position Qualifications**

- Pursuing graduate degree
- Focus in real estate finance, urban planning, and investments is a plus

### **Position Type/Expected Hours of Work**

- Full-Time for the duration of the internship; 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.

**How to Apply**

Please send a resume and cover letter to [jobs@camberpg.com](mailto:jobs@camberpg.com) Applications are accepted on a rolling basis. NO phone calls please.