



Acquisitions & Investment Management Intern

Job Summary

Camber Property Group LLC (Camber) is a 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 a **paid** intern to work on a variety of Acquisitions and Investment Management projects under the guidance of current team members and the Chief Financial Officer. Interns are expected to juggle a variety of projects and deadlines and must be comfortable working independently and as a part of a team.

The internship will last 10 to 12 weeks, through the Spring 2022 semester, with the potential to continue through Summer and Fall 2022; with further potential for full-time hiring opportunity.

Duties and Responsibilities:

Specific duties will vary, but potential tasks may include:

- Assist with acquisition due diligence, including review of financial and other property-related data as well as researching and analyzing demographic, market, zoning, and tax information
- Conduct site visits within the NYC area to assess conditions and identify value-add opportunities
- Evaluate and underwrite potential real estate acquisition opportunities and strategies
- Support team members in coordinating and communicating with brokers, lenders, 3rd party vendors, outside counsel and regulatory agencies throughout the acquisition lifecycle
- Maintain pipeline of prospective acquisition opportunities and work on other special projects as needed

Computer Skills

- Highly skilled in Microsoft Excel; financial analysis and complex modeling experience preferred
- Proficient with Microsoft Office, including Word and PowerPoint

Position Qualifications

- Recently completed or pursuing a Bachelor's or Master's degree in Business Administration, Finance, Accounting, Real Estate, or other related field
- Solid understanding of real estate fundamentals and excellent quantitative, analytical, written, and communication skills
- Strong work ethic, attention to detail, time management, problem-solving skills, and willingness to learn
- Must have passion for the work we do; prior real estate experience preferred but not required

Position Type/Expected Hours of Work

- Full-Time [Monday-Friday, 35 hours] candidates preferred
- Part-Time candidates may also be given consideration

Travel & Work Environment

- This position operates primarily in an office environment but requires occasional travel within the metro New York City area
- Highly entrepreneurial, fast-paced, results-oriented culture with opportunity for full-time employment based on performance

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 jobs@camberpg.com