

Summer Intern - Real Estate Development – Essex Crossing

Since its inception in 1984, L+M Development Partners, Inc. has been an innovator in developing quality affordable, mixed-income and market rate housing, while improving the neighborhoods in which it works.

A full-service firm, L+M works from conception to completion, handling development, investment, construction and management with creativity that leads the industry. L+M is responsible for more than \$6 billion in development, construction and investment, and has created or preserved more than 17,000 high-quality residential units in New York's tristate area, the West Coast and Gulf Coast regions. Community leaders, government officials and institutional investor organizations turn to L+M because of its consistent track record of excellence.

L+M is a double bottom line company where its success is measured not only in financial returns but also by the positive impact it makes. L+M takes pride in its long-standing dedication to the communities it serves, demonstrated through an annual scholarship fund, job training programs, after-school programs, and substantial support for local nonprofits.

L+M brings a superior level of commitment to its investments in developments, and equally important, to its investment in people. For more information, please visit: <http://lmdevpartners.com>.

L+M strongly believes in developing the next generation of development professionals in the areas of affordable, mixed-income, and market rate housing. We are looking for interns to work on a variety of projects under the guidance of a project manager or project team. Some assignments are exciting, some are less so, but all will give you insight into the world of residential, commercial, and mixed-use development. Internships will be for eight to ten weeks from May 2017 through September 2017, and include a salary.

L+M is committed to building a culturally diverse workforce and strongly encourages diverse candidates to apply. Internships are open to graduate level students with an interest and applicable skill set in affordable housing development. Candidates must be proficient in MS Excel, be organized, have an entrepreneurial mind set, and have relevant coursework.

Intern will assist the directors of Essex Crossing Community Relations and Real Estate Development on the development of Essex Crossing, a 2 million square development located on the Lower East Side of Manhattan. Intern will work with both Community Relations as well helping the Real Estate Development team on the development of the overall project. Specific responsibilities will include:

Community Outreach

- Assist the director of community relations in building and maintaining contact lists of residents and community stakeholders interested in receiving updates on the Essex Crossing development via email marketing platform Constant Contact
- Compile content for monthly community newsletter and weekly e-blast
- Update Essex Crossing website via WordPress
- Provide support in developing content for newly expanded Essex Crossing website
- Prepare presentation and handout materials for community board and other community meetings

- Assist in the development and facilitation of outreach activities at community events and local festivals to educate constituents about Essex Crossing

Workforce development

- Maintain database of workforce candidates
- Track progress on the workforce hiring process with multiple contractors across all development sites

MWBE reporting

- Assist in gathering and disseminating data relating to Minority and Women Owned Business Enterprise participation in the development across all sites

Real Estate Development

- Assist Development team on potential funding applications to lenders and public agencies for development sites.
- Assist Development team in preparing agendas and meeting minutes for meetings with architects, contractors, and other development meetings.
- Assist Development team in preparing reports that track project budgets and accounting.

Qualifications:

Candidates must have excellent communication and interpersonal skills, must be comfortable speaking on the phone and interacting directly with the public. Knowledge of Excel is required. Experience with WordPress and Constant Contact is preferred.

Interviews for our 2017 Summer Internship Program will begin in late February and run through March. Applications must be received by February 24, 2017. Please email your resume and cover letter to hr@lmdevpartners.com

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

Disclaimer: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Visit our website at www.lmdevpartners.com.