HOUSING AUTHORITY CITY OF CAMDEN

Job Description

Real Estate Development Intern

DEFINITION

The Intern will report to the Program Director and will participate in the implementation and management of all aspects of the HACC’s Affordable Housing Real Estate Development Activities.

COMPENSATION: To Be Determined.

WORK WEEK: 20 hours. Monday through Friday. Schedule is flexible.

EXAMPLES OF WORK

The Intern will assist in:

- All the necessary reporting requirements for each funder, HACC and other interested third parties including but limited to the Department of Housing and Urban Development (HUD), New Jersey Housing and Mortgage Finance Agency, elected and appointed government officials, Public Housing residents and the surrounding community. These reports will be needed on an as needed basis.

- Multi-tasking since there are multiple developments with multiple phases.

- Effectively communicating internally at the Housing Authority since multiple skills from different departments will be necessary at different times.

- Communicating professionally and diplomatically with other interested parties such as HUD, the developer, resident leaders, executive staff, city/state agencies, elected officials and the surrounding community.

- Participating in the management of the contracts associated with the HACC’s real estate development activities.

- Assisting in monitoring the developer’s performance and managing their compliance with mutually agreed upon development schedule.

- Concurrently participating in managing development projects with multiple phases that are at different stages in the development process.

- Assisting in drafting any and all necessary correspondence.
- Assisting in each development phase’s financial closing with HUD, the state and other funders.

- Assist in tracking and monitoring and managing the budget(s) and the multiple funding sources for each development.

- Gaining a practical understanding HUD’s programmatic and regulatory requirements for the HACC’s real-estate developments and keeping current on any changes.

- Assisting in raising funds necessary for completion of all planned projects.

- Assisting in managing and monitoring compliance with all funding sources.

- Monitoring the administrative/clerical functions necessary for each project, such as filing, phone calls, correspondence and meetings.

**REQUIREMENTS**

**EDUCATION/EXPERIENCE**

The ideal candidates should have a desire to learn affordable housing development and community planning with the goal of making a positive impact on people’s lives.

**PROJECTED GOALS**

The selected candidate will be participating in making a real affordable housing deal. They will learn and the policies and requirements of the respective HUD program. They will learn the need for such affordable housing and how it actually comes to fruition.