



Affordable Housing Intern

Start and End Dates

One-year duration of internship; looking to hire by early September with flexible start date.

Hours per week

10-20 hours per week (Able to be flexible with hours depending on class schedule)

Compensation

\$15/hour or commensurate with additional work experience.

Location

Hybrid – Phoenix, AZ / Remote (There would be opportunities to appear for neighborhood or city meetings in various parts of the city. The intern will be expected to periodically be at the physical office location when needed or when meeting with certain staff. Some work can be performed remotely.)

About Gorman & Company:

At Gorman & Company, we work to revitalize communities through innovative housing partnerships. As a trusted partner and respected industry leader since 1984, we specialize in: downtown revitalization, the preservation of affordable housing, workforce housing, and the adaptive reuse of significant historic buildings.

Position Description and Overview:

The intern will provide both administrative and technical support to the project development team on all aspects of a real estate development project from early conception through completion. Assist Development Coordinators, Project Managers, Directors of Development, and Market Presidents in preparing all applications for project funding, including state and federal Low-Income Housing Tax Credit (LIHTC), Tax Exempt Bonds, HOME, AHP, and other federal, state, local and private financing sources. Ensure items are finished in a timely, well-executed manner. Ensure the timely completion and delivery of project due diligence to both internal and external development partners and financing sources as requested. Assist in data entry tasks for online development platform or other tasks as assigned.

Responsibilities include:

Please note that the essential job functions listed here are not all-inclusive, rather they indicate the types of activities normally performed by this position and, therefore, may be modified and revised. Other duties may be required and assigned from time-to-time.

1. Assist in coordinating responses to Requests for Qualifications (RFQ's) and Requests for Proposals (RFP's) for potential future development opportunities with a focus on affordable and mixed-income rental housing.
2. Work with the Regional Market President(s) to coordinate developments from inception through lease up.
 - a. Assist in creation of critical path timeline / development checklist in development software.
 - b. Assist in submission of funding applications
 - c. Assist in coordinating project due diligence for investors, lenders, as well as for federal, state, and local funding sources

- d. Work with the development team to assist in various neighborhood, municipal, and state processes to move a project forward (i.e. neighborhood meetings, partner meetings, city zoning submittals)
 - e. Participate in project team meetings led by Regional Market Presidents
 - f. Assist in research assignments requested by Regional Market Presidents on QAP or other funding sources.
3. Assist in providing on-going coordination between architects, contractors, and other members of the project development team.
 4. Respond quickly and professionally to requests.
 5. Handle multiple deadline-driven projects in a truly fast-paced, team-oriented, multi-tasking environment.

Minimum Requirements:

- Applicant must be a Junior or Senior level Urban Planning, BSP undergraduate, accelerated 4+1 MUEP student, or MUEP student.
- Intermediate experience with Microsoft Outlook, Excel, Word, PowerPoint.
- Adobe Acrobat experience is a plus.

International Students: F-1/J-1 Visas

Gorman & Company encourages students with F-1/J-1 visas to apply for this position.

Application Deadline:

08/31/2022; Applications will be reviewed as they are received.

Company Website:

www.GormanUSA.com

Required Application Materials:

- One Page Resume: Reflects related work experience or your most recent three jobs/internships, completed classes that are relevant to this position (i.e. Finance 101, etc.), and any extracurricular activities including volunteering.
- One Page Cover Letter: Reflects your interest in affordable housing (what is driving you to pursue a career path in Affordable Housing) and any insight into specific career goals you have in the future.

Application materials must be directly emailed to Rachel Snethen, Director of Development Coordination, at RSnethen@GormanUSA.com