



LMDC

Lower Manhattan Development Corporation
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LMDC Internship Program

Lower Manhattan Development Corporation (LMDC) was created in the aftermath of September 11, 2001 to plan and coordinate the rebuilding and to revitalize Lower Manhattan. LMDC is a joint State-City corporation funded by federal grants that is charged with ensuring that Lower Manhattan recovers from the attacks and emerges even better than it was before.

LMDC is offering graduate student internship opportunities in project management and administration. Interns will work under the direction of experienced mentors to monitor short and long term projects funded by LMDC. Interns will learn about LMDC operations through discussions with the mentors and other staff members. Interns will assist in developing grant agreements and monitoring the implementation of grant projects or programs. The internship may begin as soon as June 2021 and internship positions are paid \$17.00/hour. Applicants must be 2021 graduate students; minorities and women are strongly encouraged to apply.

Interested individuals should send via e-mail a cover letter with a copy of their resume, and three references to: publiccomment@renewnyc.com. Please enter "Internship" in the subject line. LMDC will attempt to contact prospective interns within two weeks of receiving their e-mail to schedule an interview. The Job description is provided below. **Please, no phone calls.**

LMDC INTERNSHIP JOB DESCRIPTION

The LMDC Intern will assist with projects being funded or implemented by LMDC using grant funds received from the United States Department of Housing and Urban Development (HUD). Candidate must be responsible, enthusiastic, and ready to learn and contribute. The Intern will be assigned multiple projects so that the Intern can gain a comprehensive understanding of various LMDC activities. Responsibilities will include:

- Participating in meetings with staff, grant recipients, consultants and partner agencies to help negotiate project terms, costs, and budgets for various public and private projects
- Assisting in the development of grant recipient agreements, related amendments, and consultant contracts including the negotiation of terms, budgets and schedules authorized by senior management and the Board of Directors
- Monitoring project progress and subrecipient compliance with LMDC and HUD requirements relating to procurements, budgets, schedules, labor practices, environmental reviews, minority and women's subcontracting, workforce diversity, provision of opportunities for low and very low income residents, and HUD recognition
- Reviewing and tracking grant recipient reimbursement requests for accuracy, completeness, reasonableness and compliance with LMDC and HUD guidelines
- Preparing and presenting project progress and other reports to LMDC management
- Assisting with administrative work and special projects, as needed

Minimum Requirements:

- Undergraduate degree
- Graduate Student
- Strong writing, verbal communication, administrative, and organizational skills
- Ability to work both independently and with others
- Strong skills in Microsoft Office (Excel, Word, PowerPoint and Microsoft Access)