

## **Lower Manhattan Development Corporation Internship Opportunities**

The Lower Manhattan Development Corporation (LMDC) was created in the aftermath of September 11, 2001 to plan and coordinate the rebuilding and revitalization of 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. Interns will work part-time (which should include at least two seven hour days) assisting with project management responsibilities. The internship can begin as soon as June 2017 and internship positions are paid \$17.50/hour.

Applicants must be graduate students enrolled for the September 2017 semester; 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: [employment@renewnyc.com](mailto:employment@renewnyc.com)

**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.

### **LMDC INTERNSHIP JOB DESCRIPTION**

The Project Manager 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). Candidates must be responsible, enthusiastic, and ready to learn and contribute. The Intern will be assigned multiple projects so that he or she 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
- Participating in developing strategies for successful project implementation
- Monitoring project progress and subrecipient compliance with 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 requests for reimbursements submitted by grant recipients and/or consultants for accuracy, completeness, reasonableness and compliance with HUD and LMDC guidelines
- Preparing and presenting project progress and other reports to LMDC management
- Assisting with special projects and administrative work as necessary

#### **Minimum Requirements:**

Undergraduate degree  
Current Graduate or Law School Student or September 2017 enrollee  
Strong writing, verbal communication, and organizational skills  
Ability to work both independently and with others  
Strong skills in Microsoft Office (Excel, Word, PowerPoint and Microsoft Access)

**LMDC is an equal opportunity employer.**