



Fellowship Square

Organization: Fellowship Square

Position Title: Intern, Real Estate Development

Status: Part-Time

Hours Details: Flexible Hours, between 12-20 hours/ week (fall, winter, spring); minimum of 20 hours/ week (summer)

Pay Details: Unpaid position; college credit and limited stipend may be available

Location: Reston, VA

Supervisor: CEO

Fellowship Square (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual to support our community engagement efforts. FS is fast-paced, mission-driven organization with an exciting internship opportunity for someone looking to gain experience in the fields of nonprofit management, senior/aging-related services, communications, and volunteer and partner development.

Job Responsibilities:

- Research – potential locations for new development; other affordable nonprofit development projects for seniors
- Assist with preparing materials, scheduling meetings, and providing follow-up information to development contacts
- Assist with final stages of current renovation and construction projects by attending meetings, conducting research, assist with financial reports and public relations
- Assist with new capital improvement projects by attending meetings, conducting research and assisting with financial reports and analysis

Qualifications:

- Display a can-do attitude and provide excellent customer service
- Adept personal computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge in WordPress and Adobe Photoshop a plus
- Communicate clearly and effectively through writing and speaking

Expectations:

While the dates and times you work can be flexible, we do ask that once you determine your schedule that it remains consistent throughout the internship. Time off for holidays and vacations will be granted; and other adjustments can be made as needed. You will attend off-site meetings and activities so personal transportation is important. We do reimburse for all approved travel expenses (mileage, tolls).

You will be part of a larger team. Each property has its own onsite staff and FS has a staff of 10 people. You will participate in staff meetings, committee meetings with Board members and other meetings relevant to your role. This is a great opportunity to meet people and learn more about senior housing, nonprofit management, and other important skills. Your success is important to us and you will have many people willing to help you learn all you need to know to have the best internship experience.

To Apply:

Send cover letter and resume to info@fellowshipsquare.org.