



Organization: Fellowship Square

Position Title: Intern, Real Estate Development Coordinator

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 stipend may be available

Location: Reston, VA

Supervisor: CEO

Fellowship Square Foundation (FS) is a 501(c)3 nonprofit organization whose mission is to improve the lives of older adults who struggle to make ends meet by providing them with affordable housing and supportive services. FS is seeking a self-motivated individual to support our future expansion and development plans. 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, and real estate development and management.

Job Responsibilities:

- Research affordable senior housing development projects in the Washington DC area; prepare summary and review of each project.
- Assist with preparing materials, scheduling meetings, and providing follow-up information to development contacts
- Assist staff with managing current renovation and development projects by attending meetings, conducting research, reviewing financial reports and gathering information for public relations and advocacy purposes.
- Create summary reports of development projects that help to identify challenges and risks
- Review financial reports and current contracts of existing Fellowship Square properties; provide summary analysis to improve operations, control costs, increase revenue and deliver a better housing experience for current residents.

Qualifications:

- Display a can-do attitude and provide excellent customer service
- Adept computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Understand how to effectively use the internet for research purposes
- 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, Board committee meetings and other meetings relevant to your role. This is a great opportunity to meet people and learn more about senior housing and services, nonprofit management and real estate development. Your success is important to us and you will have many people willing to help you learn all you need to know to have a fantastic internship experience.

To Apply:

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