



# STONE SHERICK

## CONSULTING GROUP

### Internship Opportunity

**Description of Company:** Stone Sherick Consulting Group (a certified WBE) is a consulting firm specializing in Real Estate Development Services for affordable residential, mixed-use commercial and industrial real estate development projects that provide a social impact. Over the last 25 years we have been involved in the development and completion of over 18,500 dwelling units, more than 900,000 square feet of commercial and industrial development with a value of over \$2,200,000,000. We are currently working in several states that include: PA, NJ, MD, NY, DE, & VA and Washington DC. Please see our website at [www.sherickpm.com](http://www.sherickpm.com) to learn more about the company.

Our services include: composing and production of financing applications and closing documents, acquisition and property location, feasibility studies, environmental and geotechnical coordination, development of project schedules, production of operating and development budgets and identifying and qualifying appropriate professional service providers such as architecture, engineering, and specialty consultants.

We are a small office with currently 15 full-time staff. We are a tight group and operate like a family, so we are looking for a person who will be a “good fit” to fulfill the intern role.

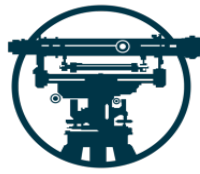
**Essential Duties and Responsibilities may include providing assistance to staff in the following areas:**

#### Planning

- Research, data analysis, and production of neighborhood plans.
- Production of financial feasibility studies for potential real estate developments.

#### Development

- Prepare financing applications to public and private sources such as: Federal HOME, CDBG, HOPWA, HUD SHP, and McKinney), State/HFA's (RACP, DCED, Penn HOMES, 4% and 9% Tax Credits, Bond Financing, PHARE, Reclaim, and Special Initiatives, 811), Commerce, NMTC, FHLB-NY/Pitt./Boston/Cincinnati/San Francisco, and various private foundations.
- Coordinate pre-development and development activities with Clients, Principals and Project Managers including, but not limited to:
  - Bank, CDFI and Lender relationships
  - Legal documents
  - Financial planning including development and operating budgets with multiple sources.
  - Construction documents
  - Ongoing management of project financials.
- Research and suggest new methods of financing and structuring of housing and other community development activities including open space and community facilities.
- Appropriately interface with government & financial entities pertaining to development including but not limited to banks, funders, lenders, government officials, offices of housing and community development, Redevelopment Authorities, Housing Finance Agencies, Offices of the Budget, and the Departments of Housing and Urban Development, Energy, Environment, and Transportation.
- Acquire properties from public agencies as well as from the private market.
- Presentation to community members and major stakeholders.
- Preparation and execution of finance closing documents.
- Identification and management of qualified architects, engineers, contractors, and other professionals such as environmental firms.



# STONE SHERICK

## CONSULTING GROUP

### **Administrative**

- Produce written reports, schedules, and related correspondence for clients and staff.
- Attend meetings and trainings to remain current on all topics related to the field of housing and community development.
- Keep daily record of personal hours worked on each project to be submitted monthly.
- Attend staff and project manager meetings.

### **Education & Experience Preferences:**

- Associates, Bachelor's, or Graduate degree completed or in process or equivalent life experience.
- Competent in word processing, spreadsheet, internet/email and database computer software, preferably current versions of Word, Excel, Access, & Microsoft Project.
- Excellent written and verbal skills
- Ability to adapt to changing work assignments and to function effectively under a deadline.
- Ability to work well with a wide variety of people and personalities and above all, to be kind.

SSCG reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of the duties and responsibilities of the job nor does it constitute a written or implied contract.

**Immediate Supervisor:** Susanne Stone, Principal

**Working Hours:** 40-hour week, with part time positions available. All work is completed in the office.

**Salary:** based on experience, range of \$20-\$25 hour

Please send all inquiries and resumes to: **Deirdre Greer at [Deirdre@sherickpm.com](mailto:Deirdre@sherickpm.com)**