



## Housing & Development Intern

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*PPL builds the hope, assets, and self-reliance of individuals and families who have lower incomes by providing transformative affordable housing and employment readiness services.*

<b>Organization:</b>	Project for Pride in Living (PPL)
<b>Department:</b>	Housing and Development
<b>Site:</b>	Remote
<b>Schedule:</b>	40 hours per week; 10-week opportunity
<b>Supervisor:</b>	Project Manager
<b>FLSA Status:</b>	Paid

**Summary:** *Coordination of various aspects of the development of single- and multi-family affordable housing, including finance, construction, and marketing as directed by Project Managers and Senior Project Managers, in order to achieve PPL's mission.*

### **Essential Duties and Responsibilities:**

***The following duties are normal for this position. These duties are not to be construed as exclusive or all-inclusive.***

- 1. Project Selection** – The intern is responsible for helping to evaluate appropriate properties, either empty lots for new construction or existing buildings for rehabilitation.
- 2. Management of Project/Program Finances** – The intern is responsible for assisting in the development a project budget, securing financing, and tracking costs and disbursements over the course of the project, under the direction of the Project Manager or Senior Project Manager.
- 3. Construction Coordination and Monitoring** – The intern is responsible for assisting with the development of the scope of the construction work, soliciting bids, and monitoring the progress of the construction.
- 4. Consultant Management** – The intern is responsible for assisting in the management of various project consultants including Architects, Engineers, Appraisers, Attorneys, Real Estate Agents, and others as necessary.
- 5. Overall Project/Program Administration** – The intern is responsible for the administration and performance of a variety of other tasks relating to the progress of the project including obtaining governmental and neighborhood approvals, preparing funding applications, and providing documentation as is necessary for compliance with governmental requirements. Additionally, the Coordinator is responsible for programmatic administration associated with the Loan programs, including providing documentation for Minnesota Housing and data gathering associated with the various programs.
- 6. Marketing** – The intern is responsible for assisting with the marketing and sales of completed units including working with Real Estate Agents, buyers, the banks, closing company, and others.

### Minimum Requirements

- Ability to develop and maintain detailed statistical data and quantitative information and display financial analysis skill
- Excellent oral and written communication skills, including the ability to represent the company to diverse constituencies.
- Ability to establish and maintain cooperative working relationships with a variety of individuals and organizations.
- Strong organizational capability.
- Interest in housing finance and production.
- Familiarity with Governmental Agencies and Programs relating to affordable housing a plus.
- The ability to drive a vehicle, must have current driver's license and have proper auto insurance.
- Bachelor's Degree in Architecture, Construction, Finance, Real Estate or related field is preferred.

### Application Process

Please direct questions and cover letters/resumes to **Jaylen Lyles at [Jaylen.lyles@ppl-inc.org](mailto:Jaylen.lyles@ppl-inc.org), 612-455-5111**. The process includes a phone interview, face-to-face interview, reference check, and a background check for final candidates. Applications will be accepted until the position is filled. PPL strives to be an equitable and inclusive organization committed to elevating the voices of the communities we serve who are disproportionately affected by systemic inequities. Persons of color, members of the LGBTQ community, women, and individuals with disabilities are strongly encouraged to apply.