Project Manager (Intern)

ALC is seeking a diligent and talented individual with financial knowledge and exceptional communication ability to assist in the management of multiple housing projects for low-income, moderate-income, and special needs populations. The intern will prepare applications for numerous funding opportunities offered to non-profit housing developers and assist in handling limited daily office operations. Students or recent graduates specializing in Economics, Finance, Real Estate, Urban Planning, or a related field are welcome to apply.

A. Larovere Consulting:
A. Larovere Consulting (ALC) is a housing and real estate development consulting firm committed to working with organizations that provide quality housing and services for a wide variety of populations. The firm has worked with leading developers of low-income, moderate-income, market-rate, and special needs housing and providers of services for poor and homeless populations in New York State and along the East coast. With over twenty years of experience, Amy Larovere is an expert in utilizing tax credits to finance and develop much-needed housing projects with a focus on low-income supportive housing in underserved neighborhoods. The firm works with various groups in the public, private, and social sectors to secure multiple funding streams, obtain zoning variances, gain community support, and ensure the timely completion of each development project.

Responsibilities include:
- Manage housing development portfolios
- Act as liaison between clients, investor/government funding agencies
- Perform due diligence and feasibility analysis
- Compose and submit applications for grant opportunities
- Update proformas, budgets, and other financial documents
- Submit various forms and approvals to investors and government agencies
- Maintain limited day to day operations of the firm that enable work efficiency

Skills Needed: Solid financial knowledge, exceptional analytical ability, strong writing and communication skills, detail oriented, process efficient, critical thinker, ability to multi-task, diligent, proficient in a fast-paced dynamic environment, efficient time management, ability to work in a team and independently, real estate knowledge a plus.

Applications: Proficient in Word / Excel / Power Point & Windows XP / Vista

Hours: 15-20 hours. A combination of Monday, Tuesday, Wednesday and/or Thursday preferred.

This is a paid position. Please send résumés and/or questions to jobs@alconsulting.us.