

2014 NYC SUMMER INTERNSHIP PROGRAM

NYC DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT

Office of Development
Division of Housing Incentives / Inclusionary Housing Program
100 Gold Street
New York, NY 10038

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AGENCY DESCRIPTION

The NYC Department of Housing Preservation & Development (HPD) is the nation's largest municipal housing preservation and development agency. Our mission is to promote quality housing and viable neighborhoods for New Yorkers. We are responsible for implementing the Mayor's housing plan to create or preserve 200,000 in the next 10 years. HPD also actively promotes the preservation of affordable housing through education, outreach, loan programs and enforcement of housing quality standards. For more information, visit www.nyc.gov/hpd.

UNIT DESCRIPTION

The Inclusionary Housing Program ("IHP") is part of the Division of Housing Incentives in HPD's Office of Development. IHP provides zoning bonuses in exchange for the creation of affordable housing in approximately 25 districts throughout the City with anticipated expansion into additional neighborhoods. Many of our projects are mixed income with both affordable and market components. While most IHP projects are rentals, the program also includes a homeownership component. In addition to creating permanently affordable housing, the IHP unit is engaged in policy discussions with Mayor's Office and the Department of City Planning. The IHP unit works closely with other HPD divisions and finance programs to structure complex real estate deals in the areas of new construction and preservation.

More information is available on our website: <http://www.nyc.gov/html/hpd/html/developers/inclusionary.shtml>

POSITION TITLE

Summer Intern

INTERNSHIP RESPONSIBILITIES

Our Intern will work with a small team of professionals to project manage IHP real estate transactions. Working with public and private partners, he/she will play a critical role in the following: conducting financial and zoning analysis, underwriting, reviewing legal documents, drafting program documents, presenting projects to Credit Committee, attending project meetings, creating presentations, and completing additional tasks that may arise.

We are a small team with varying degrees of expertise, in which everyone plays a critical role and learns from one another. This position would be a great opportunity for the Intern to make direct contributions to the IHP's goals, while learning about New York City's complex real estate environment.

The Intern will have daily interaction with the IHP Director as well as other program staff. He/she will work as part of team and on individual assignments. The Director will assign projects, provide feedback, and guide the Intern throughout his/her assignments. This is a small unit with many possibilities to learn and grow in the position.

QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY

We are looking for an Intern who is a self-starter, takes initiative, and is eager to learn new skills and further develop the skills they already have. The following skills are necessary to be successful in the position:

- Knowledge of Microsoft Office, including Word, Excel, and PowerPoint
- Strong oral and written communication skills
- Strong reading comprehension skills
- Strong analytical skills

APPLICATION PROCESS

To apply please send resume and cover letter to Sara Levenson Director, Inclusionary Housing Program, Division of Housing Incentives, NYC Dept. of Housing Preservation and Development, 100 Gold Street, 9Z-3, New York, NY 10038 or by email at levensos@hpd.nyc.gov with subject line marked "Inclusionary Housing Intern."

SALARY RANGE

unpaid

ADDITIONAL INFORMATION / COMMENTS

Dates: Flexible; 8-12 week commitment expected.

Hours: Flexible within Monday-Friday 9am – 5pm (some late hours may be required to attend community board meetings)