**Job Description: Intern - Affordable Housing Rehab and New Construction Project**

**Location:** North Minneapolis

**Position:** Intern - Administration, Project Management, and Real Estate Development

**Type:** Part-Time

**Compensation:** $15/hour

**About Us:** We are a small, dynamic team dedicated to improving affordable housing options in North Minneapolis through both rehabilitation and new construction projects. Our goal is to create sustainable, quality housing that meets the needs of the community.

**Position Overview:** We are seeking a motivated and detail-oriented intern to assist with the administrative, project management, and real estate development tasks associated with our affordable housing projects. This entry-level position offers a unique opportunity to gain hands-on experience in the housing development field and contribute to meaningful community projects.

**Key Responsibilities:**

* **Administrative Support:**
  + Assist with general office duties, including answering phones, filing, and data entry.
  + Prepare and manage documents, reports, and presentations.
  + Coordinate meetings, take minutes, and follow up on action items.
* **Project Management:**
  + Support project planning and execution from inception to completion.
  + Assist in tracking project timelines, budgets, and deliverables.
  + Coordinate with contractors, suppliers, and other stakeholders.
  + Conduct site visits and inspections as needed.
* **Real Estate Development:**
  + Assist in market research and feasibility studies.
  + Support the acquisition and due diligence processes for new properties.
  + Help prepare and submit applications for permits and financing.
  + Maintain project files and ensure compliance with regulatory requirements.

**Qualifications:**

* Currently enrolled in or recently graduated from a program in real estate, urban planning, business administration, or a related field.
* Strong organizational and time-management skills.
* Excellent written and verbal communication abilities.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
* Ability to work independently and as part of a team.
* Passion for affordable housing and community development.
* Valid driver's license and access to reliable transportation for site visits.

**What We Offer:**

* Hands-on experience in the affordable housing sector.
* Opportunity to work on meaningful projects that impact the community.
* Mentorship and guidance from experienced professionals.
* Flexible working hours to accommodate academic commitments.

**How to Apply:** Interested candidates should submit their resume and a cover letter detailing their interest in the position and relevant qualifications to domo@dnd-realty.com.

We are an equal opportunity employer and encourage candidates from diverse backgrounds to apply.