

**NEIGHBORHOOD RESTORE HDFC / RESTORED HOMES HDFC**  
**JOB POSTING**

**GRADUATE INTERN**

**Organization Overview**

Neighborhood Restore Housing Development Fund Corporation (“Neighborhood Restore”) and its affiliate nonprofit entities (Restored Homes HDFC, Restoring Communities HDFC, Preserving City Neighborhoods HDFC, Neighborhood Renewal HDFC, Project Rebuild, Inc.) collaborate with the New York City Department of Housing Preservation and Development (“HPD”) on programs that seek to foster neighborhood stabilization by efficiently transitioning properties from physical and financial abandonment to responsible third party ownership. Neighborhood Restore also utilizes citywide partnerships to create and preserve affordable homeownership opportunities for households of low- and moderate- income.

**Responsibilities**

- Assist NR project managers with their duties related to the organization’s new pipeline of foreclosed multifamily properties, which include:
  - Oversight of third-party property managers in the development and approval of building stabilization plans, review of monthly financial positions, coordination of emergency repairs, and facilitation of productive tenant relations.
  - Working with HPD, private funding institutions, and other City agencies to assist developers in completing rehabilitation planning including identification of scopes of work and financing options, completion of rehabilitation plans, ongoing communication with tenants and eventual construction loan closing.
- Participate in project management pre-development and construction activities such as reviewing construction scopes of work and plans, conducting site visits with architects and contractors, and reviewing requisitions.
- Assist with homeownership marketing activities, including assisting with the creation and distribution of communication/ marketing materials, reviewing homebuyer applicant files and other methods of homebuyer outreach.
- Research alternative interventions for distressed housing (i.e. note purchase, land banking, etc.) as potential future initiatives undertaken by the organizations.
- Support program staff with projects as needed

**Qualifications**

- Graduate student interested in public, nonprofit and/or private sector affordable housing planning, finance and development
- Strong writing, communications and oral presentation skills
- Computer literacy and experience with Microsoft Word, Excel, PowerPoint, Access and ArcGIS.
- Strong organizational skills and the ability to perform tasks with limited supervision

Please send your cover letter and resume to: [humanresources@neighborhoodrestore.org](mailto:humanresources@neighborhoodrestore.org)

**Neighborhood Restore HDFC is an Equal Opportunity Employer**