



DIAMOND AND ASSOCIATES

Employment Opportunity: Intern

Diamond & Associates (“D&A”) performs exciting, creative work in support of the revitalization of communities and the development and operation of affordable housing. We are in search of a full or part-time intern to assist our efforts.

Diamond and Associates

We are the financial and project management specialists who collaborate with community leaders and entrepreneurs to create and implement development strategies and financings of real estate development projects, typically affordable, multifamily communities. In the course of performing our work, we coordinate the work of architects, contractors, lawyers, market analysts, and all the professionals required to build affordable communities.

Over the course of our 30+ year history we have helped to complete over \$1.5 billion in real estate development, comprised by over 11,000 apartments and homes, in and around Pennsylvania, Delaware, Ohio, New York, New Jersey, as well as other states where our clients seek affordable, multifamily, development opportunities. D&A supports a high volume and diverse array of projects including new construction, rehabilitation, the acquisition and improvement of existing affordable communities, historic rehabilitation, mixed-income communities, and communities which include preferences for people with special needs. Our clients include community-based and faith-based non-profits, as well as local, regional and national for-profit developers. D&A’s projects are located in urban, suburban and rural locations throughout the areas we serve.

D&A’s projects seek the full array of financing tools available to support the development of affordable housing, including but not limited to 9% and 4% Low Income Tax Credits, Historic Tax Credits, New Markets Tax Credits, Taxable and Tax-Exempt debt, soft debt such as HOME, CDBG and National Housing Trust Funds, and the Affordable Housing Program of the Federal Home Loan Bank. In order to obtain this financing, D&A staff work with various Housing Finance Agencies, local agencies, housing authorities, and various departments and offices of HUD.

Currently, D&A is comprised of 7 full-time people, including a CFO/Controller, and six (6) affordable multifamily housing professionals. Each of us carry a full array of projects. We typically work in teams of two on each project, one lead and one in support.

*Real Estate Development Advisors in
Affordable Housing, Community Revitalization*

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D&A encourages staff to find a balance between work and life, even though on occasion, more than 40-hours a week may be required to support a project's success. Note that since mid-March 2020, we have been working remotely.

We are passionate about our work and the opportunity to have a role in creating affordable housing opportunities for low income and disabled people. We are supportive of each other, and have fun in the course of this challenging work.

Job Description

At D&A, an Intern assists staff in performing affordable housing development advisory work in support of projects undertaken by our clients. Interns are requested to perform a wide variety of work, depending upon their availability and the needs of the Project Managers. Interns often work for multiple Project Managers simultaneously. Interns will get exposure to many facets of affordable multifamily projects, .

Interns are likely to be asked to draft project narratives, perform demographic research related to project feasibility, assist in assembling project financing application packages, participate in project team meetings, draft and circulate project team meeting minutes and other project related work assigned by staff.

D&A staff function as mentors to Interns in helping them understand the development process and in determining if this is the work that they wish to pursue professionally.

D&A has a history of promoting Interns to full time employment. Current staff include several skilled affordable housing professionals who started their careers as D&A Interns.

Qualifications

D&A is seeking one or more bright, motivated Interns who have relevant work and course work experience and a passion for community revitalization and affordable housing. An applicant should have excellent Microsoft Office skills, and excellent overall communication skills.

D&A reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of the duties and responsibilities of the job nor does it constitute a written or implied contract.

Compensation

Interns are paid \$20.00 on an hourly basis, as a part-time independent vendor. Health and other benefits are not provided to part-time independent vendors.

Thank you for your interest in Diamond & Associates. We look forward to hearing from you.

If interested in applying, please send your resume, and a writing sample to andi@diamondandassociates.com.