

## INTERNSHIP POSITION – Real Estate Development / Planning / Project Management

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**Company:** Urban One

**Location:** Downtown Los Angeles

**Job Type:** Internship/Paid

**Hours:** Monday-Friday, minimum 20 hours/week

**Company Description:** Urban One is a boutique Los Angeles based firm that specializes in the management of complex urban development projects for public and private clients. Whether large or small, our belief is in enabling real estate, infrastructure, and transit projects that create lasting communities. Through years of successful development work we have established a reputation as problem solvers for projects that are complex, controversial or involve numerous, often competing interests. Learn more about Urban One at [www.urbanone.com](http://www.urbanone.com).

Notable projects and acquisitions underway are:

- Managing and building a modern day streetcar system and related infrastructure in Downtown Los Angeles on behalf of Los Angeles Streetcar, Inc. and key stakeholders in Downtown.
- Development management of three shopping centers located throughout the Greater Los Angeles area of varying sizes for a national public retail REIT.
- Project management services for a public-private entity restoring multi-family properties and single-family homes in blighted areas in the City of Los Angeles.
- Predevelopment/preconstruction services for a multi-family project located in Echo Park.

In addition to executing the above projects and seeking out similar consulting opportunities, Urban One is aggressively looking at new deals in a developer role. These deals include Adaptive Reuse, ground-up multi-family, and Small Lot Subdivision.

**Job Description:** Urban One is seeking a highly qualified, organized, and motivated person to help the firm's partners and associates in managing and deploying our development projects. This particular internship will focus primarily on the Downtown Los Angeles Streetcar project, for which Urban One is providing development management services; however, there is a high likelihood for exposure to the firm's other projects and involvement in prospective deals. Urban One is a small firm and everyone is expected to assist with day-to-day operations. Responsibilities may include, but are not limited to:

- Assist Urban One's project lead in managing, coordinating and following up with all consultants of the project team.
- Coordinate outreach to residents, businesses, and public partners for the Downtown Los Angeles Streetcar.
- Assemble and review economic, demographic and other market information for each development area, as needed, including recent trades and leasing data.

- Compile and update databases on development opportunities, potential acquisitions, property owners and the status of each deal of project.
- Monitor performance of competitive properties.
- Prepare investment packages, deal memorandums and internal documentation on various project transactions.
- Analysis and financial modeling of potential acquisitions, ongoing projects, and disposition/sales transactions.
- Various administrative duties as necessary.

**Qualifications:** Candidates applying for the intern position should have the following minimum qualifications:

- Bachelor's or Master's degree (or pursuit of a degree) in the area of Urban Planning, Real Estate, Finance, Construction Management or Engineering (with a minor in Business or Real Estate).
- 1-2 years of intern or actual experience in planning, real estate development, construction management, consulting, private equity or investment banking.
- Underwriting, financial analysis, and technical coursework/experience preferred.
- Proficiency in MS Office, including knowledge of financial modeling in Excel.
- Exhibit excellent writing, research, networking and presentation skills.
- Familiarity with report writing or grant writing.
- Ability to verbalize concepts and effectively pitch the company's goals and services.
- Highly motivated, resilient, organized and self-directed individual eager to learn all facets of real estate, planning, and project management.

**Compensation/Benefits:** Paid internship; salary negotiable, based on experience.

**Applicant Submission:** Please submit resume/cover letter to [jobs@urbanone.com](mailto:jobs@urbanone.com) or contact your local representative where this posting was listed.