



JOB ANNOUNCEMENT

Paid Internship

Community Investment, New York

Organization: For over 25 years, CSH has been a game-changer for the most vulnerable people in our country:

- ✓ Helping communities create 200,000 homes for individuals and families who did not have one;
- ✓ Bringing hope to thousands who thought they would live on the streets or reside in institutions forever;
- ✓ Ensuring not only a stable home for each, but access to the services that brought healthcare, recovery and training to their doorsteps;
- ✓ Changing the trajectory of lives away from poverty and despair, and toward independence and economic sufficiency.

The Position

This internship is an opportunity to gain experience by assisting the Senior Loan Officer in data collection and analysis that support lending, systems change and marketing efforts in the Metro Region. The intern will also build knowledge of affordable and supportive housing financing sources and credit analysis by assisting the Senior Loan Officer with underwriting tasks.

CSH is seeking a candidate to work 14-21 hours/week from September 11-December 1, 2017. The intern will be based in CSH's New York office located at 61 Broadway, Suite 2300, New York, NY 10006.

Internship Scope

Under the supervision of the Senior Loan Officer in New York, the intern's responsibilities will include:

- Market analysis
 - Collect, organize and analyze data related to the development of supportive housing in the Metro Region market including New York, New Jersey, Pennsylvania and potentially other markets. Outreach to local and state financing agencies required;
 - Collect and analyze data related to projects in CSH's loan portfolio, supporting market analysis and underwriting of future projects;
 - Conduct other data analysis projects related to supportive housing financing sources as assigned.
- Underwriting
 - Assist in underwriting predevelopment and acquisition loans to supportive housing developers. This includes income statement analysis, risk rating analysis, preparation of excel tables and writing;
 - Analyze Impact Rating System for CSH loans and make recommendations for improvement.
- Marketing
 - Develop marketing material for the Supportive Housing Loan Fund;
 - Conduct outreach to current and past borrowers, gather and synthesize project-specific information;
 - Assist with preparation for conferences, site visits, ground breakings and ribbon cuttings and attend as appropriate.
- General Administrative
 - Assist with event and meeting logistics, preparation of materials and data entry as appropriate.

Qualifications

The successful candidate will be adaptable, entrepreneurial, collaborative, innovative, flexible, and a problem solver. Her/his work will be driven by strategic thinking and executed with creativity and efficiency. She/he will demonstrate patience and a commitment to treating others with respect.

Candidates for this internship must meet the following qualifications:

- Current candidacy for Master's degree in Real Estate, Public Policy, Architecture or Business;
- Strong computer skills, specifically Excel. Experience with social networking sites and Salesforce a plus;
- Familiarity with financial statements;
- Excellent written and verbal communication skills;
- Ability to work independently;
- Ability to effectively interface with all levels of personnel and management;
- Excellent customer service, organizational and time management skills;
- Demonstrate good judgment and attention to detail

Interested in joining our team as a leader in the national supportive housing movement? Please apply via the link below:

<https://csh.csod.com/ats/careersite/jobdetails.aspx?site=1&c=csh&id=45>

CSH is proud that it always has been and always will be an Equal Opportunity Employer.