



DMPED Honors Internship Program

Real Estate Summer Internship

Job Description

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The Office of the Deputy Mayor for Planning and Economic Development (DMPED) assists the Mayor in the coordination, planning, supervision, and execution of economic development efforts in the District of Columbia with the goal of creating and preserving affordable housing, creating jobs, and increasing tax revenue.

ELIGIBILITY & CONSIDERATION

- Students currently enrolled in an undergraduate program leading to a degree in a field relevant to the internship.
- Submit current resume and completed application to dmpedjobs@dc.gov with the subject line of Real Estate Summer Internship by April 26, 2017.

TERMS

- The internship is administered through the **Washington, D.C. Office of the Deputy Mayor for Planning & Economic Development**, located at 1350 Pennsylvania Avenue, Suite 317.
- The position is unpaid and part-time, beginning in June 6, 2017. The timeframe for this internship will be during the summer of 2017 and concluding on or before August 11, 2017; however, the opportunity for extensions exist.
- This is an unpaid internship. Students are encouraged to seek funding opportunities with their college or university.

SCOPE & DUTIES

The Real Estate unit implements real estate development projects which support the District's goals of promoting stronger neighborhoods in all 8 Wards. This program contains the following 4 activities:

- Development and Disposition – manages a portfolio of real estate development projects;
- New Communities Initiative – manages projects envisioned to revitalize severely distressed subsidized housing and redevelop neighborhoods into vibrant mixed-income communities;
- St. Elizabeths East– manages a project designed to create well-planned, multi-use, mixed-income, walkable, livable community on the St. Elizabeths East Campus, including the Entertainment and Sports Arena; and
- Walter Reed Army Medical Center - provides administrative support to the Walter Reed Army Medical Center Local Redevelopment Authority and manages implementation of the reuse plan.

The following list is a sample of responsibilities that will be performed by students serving as interns in the Real Estate Department :

- Audit all DMPED controlled properties for current status and standardize metrics.
- Analyze what District properties are best improved using DMPED's disposition authority (i.e., fire stations versus schools, libraries versus office space).
- Work with Department of General Services (DGS) to assess / record all District assets of the types identified above.
- Create maps and analytics to quantify which of those properties are best suited for disposition in the immediate, short and long-term pipeline. This will be accomplished by analyzing both current market conditions as well as forecast future conditions combined with the capital needs and future requirements of the asset.
- Provide a report with all of the analysis at the end of internship term.
- General administrative duties, as assigned.

QUALIFICATIONS

- Strong attention to detail
- Strong communications skills
- Proficiency in MS Word, Excel and PowerPoint
- Proficiency in Tableau, GIS and other mapping tools a plus
- Strong self-direction, requiring limited management
- Coursework or future interests related to tasks

BRIAN T. KENNER
DEPUTY MAYOR