Construction Management Internship
(Unpaid)
Fall 2020

About
Our mission is dedicated to building decent, affordable housing with families that live in substandard and unaffordable housing and to make decent shelter a matter of conscience and action. Our vision is seeing that all residents of the greater Providence area live in decent, affordable homes.

Under the leadership of the Board of Directors and its new Executive Director, the Greater Providence affiliate has developed an ambitious but viable strategic plan to structure, streamline, and scale up its program services.

The Fall 2020 internship cohort offers individuals an opportunity to work independently and as part of a team to make an immediate and direct positive impact, build new professional relationships, and develop valuable professional skills.

Internship Description
The Construction Management internship team will work directly with the Executive Director and a volunteer advisory committee to develop and implement an organization-wide construction management implementation plan & strategy. Key elements of the Construction Management internship may include:

- Assisting with creating the organization’s construction management mission and vision
- Providing support to the Construction Advisory Committee
- Determining construction management policies, procedures, and best practices
- Defining the role/responsibilities of the construction team
- Establishing metrics to document and assess construction efforts

Internship Responsibilities
- Perform construction management best practices research
- Support with daily construction management coordination-related tasks
- Assist in construction activities
- Create tools to manage the construction process
- Prepare construction management-related materials and presentations
- Create and maintain construction tracking reports of construction efforts
- Assist in the creation of a construction management handbook
Requirements

- A minimum weekly commitment of 8 hours
- Able to work remotely and participate in video conferencing
- Current enrollment or recent completion in a related Bachelor or Master’s degree
- Experience with project management
- Commitment to the mission and goals of Habitat for Humanity
- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Excellent knowledge of Microsoft® Office
- Familiarity with construction management computer software and online applications a plus!

Benefits

- Practical experience with current construction management coordination techniques and best practices
- Engagement opportunities with successful construction management professionals
- Opportunity to participate in organization meetings
- Make new friends
- Flexible schedule

Apply

Send your resume or LinkedIn URL and the contact information of one professional reference (e.g., professor, former employer, etc.) to Mark Kravatz, Executive Director (kravatz@habitatpvd.org).

Habitat for Humanity of Greater Providence does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.