



JOB ANNOUNCEMENT

Winter 2017/2018 Internship (Brooklyn, NY)

Position Available: Paid Internship

Schedule: Part Time (15-20 hours/week)

Background

Hickey & Associates is an exciting, growing real estate corporate service strategy firm headquartered in New York City, along with offices in most major regions including Chicago, Washington D.C., London, Hong Kong, Singapore, Sydney, and São Paulo, in addition to other support offices across the United States. H&A is seeking a hardworking individual who possesses high energy, strong research, writing, and analytical skills who will arrive at work every day with a positive attitude.

Position Description

The position requires working with internal staff on research, document development, and data analytics. Your chief responsibility will be to support team-based projects on economic development incentives, internal and client-related research projects, and thought leadership reports through research, analysis, and writing. With this position, the individual will also have the opportunity to work on financial modeling and strategy development. The candidate will be required to dedicate at least 15-20 hours per week with the flexibility to be contacted during normal business hours. Additional hours may be considered on a case-by-case basis. Ability to thrive in an office atmosphere, as well as, virtual setting is critical. Internship may be eligible for credit towards graduation, if applicable.

Qualifications

- Major(ed) in Business, Community/Economic Development, Finance, Real Estate, Geography, Political Science, Accounting, or other related studies.
- Strong knowledge of Microsoft Excel, Word and PowerPoint required.
- Candidate must be eligible to work in the United States.

Knowledge and Skills Requirements

- Strong organization, analytical, attention to detail, prioritization and communication skills.
- Excellent written, verbal, oral and presentation skills.
- Ability to work independently and within a team.
- Strong client service focus.
- Functional knowledge of a professional services environment.
- Solid value and ethical approach with the capacity to handle proprietary and confidential information.
- Aptitude to self-motivate and learn unfamiliar concepts and topics quickly.
- Ability to provide solutions to multiple projects at any given time.
- Efficiently learn and use internal/external software applications.
- Proficient skills in quantitative research methods, using and performing descriptive and multivariate data analyses

Work Environment

This position will be based at H&A's offices located in Williamsburg, Brooklyn. Upon successful completion, a reference letter could be provided, if requested. Candidates will have access to business professionals for career development and consulting.

Interested?

To apply, please email a cover letter and resume to internships@hickeyandassociates.com.

No walk-in visits or calls, please.

Hickey & Associates, LLC is an Equal Opportunity Employer