

**Philadelphia Chinatown Development Corporation**  
**Project Management Intern**

PCDC was established in 1966, and is a grassroots, community-based 501(c)(3) non-profit organization. Our mission is to preserve, protect, and promote Chinatown as a viable ethnic, residential, and business community. Our programs include neighborhood planning and advocacy, housing development, economic development and social services for families.

Based on the interest of students, students will work PCDC staff in one of the following departments: Community Outreach or Project Management. Due to the nature of our organization and the size of our office, much of our work is intertwined with more than one department.

**Position Title**

Project Management Intern

**Overview of the position**

Project Management Intern:

The Project Management Intern will work with senior staff on the many facets of project development. This position provides opportunities to apply and develop skills in finance, business planning, business and real estate law, and project management. The Project Management Intern will also entail endeavors in community engagement and marketing. Chinese language fluency (Mandarin or Cantonese) preferred, but not required.

**Specific Duties**

- Developing real estate project budgets
- Identifying real estate trends and market analysis
- Research and development on revenue generating sources
- Community engagement and marketing
- Other projects as assigned

**Qualifications**

- Eagerness to learn
- Flexibility and adaptability
- Excellent verbal and written communication skills
- Ability to work in a demanding and time-sensitive environment
- Excellent organization skills and attention to detail
- Understanding of social media
- Proficiency in Microsoft Office programs including Excel and Word
- Ability to read and write in Chinese preferred

**Preferred hours, times of day, number of hours per week (may not exceed 12 hours)**

Our office is open Monday – Friday, from 9:30AM to 6PM. For a 12 hour work schedule, we ask that interns come in 2-3 times a week. We are flexible with starting and ending times, but interns need to come in for at least 4 hours for per shift.

**Transportation**

We are a 10 minute walk from Jefferson Station.