PHILADELPHIA, PA: INTERN, GOVERNMENT RELATIONS (Part-Time)

Organization: NAIOP, Greater Philadelphia Chapter
NAIOP provides advocacy, education, and business opportunities by connecting members in a powerful North American network in the commercial real estate (CRE) development and investment industry. The Greater Philadelphia Chapter of NAIOP additionally offers meetings on a broad range of topics of interest to owners, developers, investors, brokers, and more. The position is remote, but applicant should be familiar with and based in Philadelphia, PA.

Responsibilities & Duties
The Intern will be responsible for monitoring legislation relevant to the commercial real estate industry across the Commonwealth of Pennsylvania, City of Philadelphia, and surrounding municipalities. Specific duties will include:

- Researching, monitoring, and tracking local (South Jersey, Philadelphia and Suburban), State, and National CRE legislative topics
  - Determine Pennsylvania suburban locations of interest for tracking at the county level
  - Monitor determined locations and relevant legislative items
- Report to Government Affairs Committee daily/weekly on substantial updates
- Draft overview of legislative items for distribution to chapter members and politicians via email newsletter to educate on local, state, and national legislative items that impact CRE
- Partner with Executive Director on layout and presentation of information to be distributed via e-blast
- Create and write white paper on assigned topics to assist with board presentations
- Other duties as assigned

Qualifications
- Strong familiarity with City of Philadelphia/regional politics and legislative environment
- Experience and knowledge of below local legislative items are a plus, but not required:
  1. Commercial real estate industry
  2. 10-Year Tax Abatement
  3. Inclusionary zoning
  4. Transfer Tax
  5. Keystone Opportunity Zones
  6. RACP
  7. General business issues and taxes, including;
     a. Wage tax
     b. COVID
     c. SEPTA funding
     d. BIRT
- 1-year experience in a relevant role or student enrolled in a relevant undergraduate or graduate-level program
- Excellent writing skills, strong analytical skills, strong work ethic, and sharp attention to detail
- Strong computer skills, with exceptional experience with the Microsoft Office Suite

Duration, Hours, & Compensation
This Internship will begin February 1, 2021, with an anticipated weekly commitment of 15 hours. The Intern should expect to work remotely using his/her own laptop and internet. Compensation of $15-$20/hour, pending qualifications.

Eligible applicants, please send your resume and two professional references to the attention of Sarah Maginnis at smaginnis@naiopphila.org