

# INTERNSHIP REQUEST FORM



**Title:** Construction Management Intern

**Employment Status:** Unpaid

**Preferred Work Schedule:** 2 days per week

**Time Commitment:** 16 hours per week 8-10 weeks

**Reports to:** Steve Sferrino, Director of Construction

**Position Description:** Assist Director of Construction in implementation of automated system to better analyze construction processes. Assist management with oversight of all phases of construction projects, ensuring that specifications are being followed and work is proceeding on schedule and within budget.

## **Responsibilities and Tasks:**

- Controlling project execution while tracking and reporting progress
- Cost effective planning and scheduling for timely completion of all projects
- Develop construction schedule and cost accounting
- Detailed project analysis
- Suggest changes to present practices to ensure maximum efficiency.

**Qualifications/Skills Needed:** Understanding of construction project management, strong technical and interpersonal skills.

## **How to Apply:**

Please apply by emailing the following to Deborah Lewis at [dlewis@habitatla.org](mailto:dlewis@habitatla.org) or by fax 310-323-0789. 1) Complete Internship Application, 2) One letter of recommendation, 3) Copy of college transcripts. No phone calls please.