

# URBAN | ONE

Real Estate. Infrastructure. Transit

## ASSOCIATE POSITION – Real Estate Development / Planning / Project Management

---

**Company:** Urban One  
**Location:** Downtown Los Angeles  
**Job Type:** Associate (Independent Contractor)

**Hours:** 40hrs week (minimum)  
20hrs week (minimum) for candidates that can transition into 40hrs week after graduating in Spring 2013

**Company Description:** Urban One is a boutique Los Angeles based firm that specializes in the management of complex urban development projects for public and private clients. Whether large or small, our belief is in enabling real estate, infrastructure, and transit projects that create lasting communities. Through years of successful development work we have established a reputation as problem solvers for projects that are complex, controversial or involve numerous, often competing interests. Learn more about Urban One at [www.urbanone.com](http://www.urbanone.com).

Notable projects and acquisitions underway are:

- Managing and building a modern day streetcar system and related infrastructure in Downtown Los Angeles on behalf of Los Angeles Streetcar, Inc. and key stakeholders in Downtown.
- Development management of three shopping centers located throughout the Greater Los Angeles area of varying sizes for a national public retail REIT.
- Project management services for a public-private entity restoring multi-family properties and single-family homes in blighted areas in the City of Los Angeles.
- Predevelopment/preconstruction services for a multi-family project located in Echo Park.

In addition to executing the above projects and seeking out similar consulting opportunities, Urban One is aggressively looking at new deals in a developer role. These deals include Adaptive Reuse, ground-up multi-family, and Small Lot Subdivision.

### Duties:

Candidate will manage and oversee many aspects of the firm's projects, including Real Estate ventures and the Downtown Los Angeles Streetcar, including:

- Project Coordination: manage, coordinate and following up with all consultants, public agencies, and other parties to ensure project's meet delivery milestones. Associate PM will be responsible for updating the project schedule, tracking deliverables, and advising the PM on potential critical path and timing conflicts.
- Environmental Review: assist Project Manager and Legal Counsel with the review of CEQA/NEPA environmental and technical documents; coordinate environmental consultant team; rigorously follow-up with all team members to guarantee timely delivery of backup documentation, technical documentation, etc.

- Contracts / Grant Administration: assist in the creation, management, and oversight of existing and future contracts; facilitate current and future grant applications (local, state, and federal); prepare briefing documents on legislative changes; etc.
- Legislative Coordination / General Organization Support: oversee a broad range of tasks related to general organization support, including fundraising, clerical duties, non-profit reporting, etc., in addition to assisting with legislative coordination with elected offices.

**Mandatory Qualifications:** Candidates applying for the intern position should have the following minimum qualifications:

- Bachelor's or Master's degree (or pursuit of a degree) in the area of Urban Planning, Real Estate, Finance, Construction Management or Engineering (with a minor in Business or Real Estate).
- 1-2 years of intern or actual experience in urban planning, real estate development, construction management, consulting, private equity or investment banking.
- Exhibit excellent writing, research, networking and presentation skills.
- Familiarity with report writing or grant writing.
- Ability to verbalize concepts and effectively pitch the company's goals and services.
- Highly motivated, resilient, organized and self-directed individual eager to learn all facets of real estate, planning, and project management.

**Preferred Qualifications:**

- Underwriting, financial analysis, and technical coursework/experience preferred.
- Proficiency in MS Office, including knowledge of financial modeling in Excel.

**Compensation/Benefits:**

DOE. Compensation will be based on a consulting/independent contractor basis.

**Applicant Submission:** Please submit resume/cover letter to [jobs@urbanone.com](mailto:jobs@urbanone.com) or contact your local representative where this posting was listed.