Summer 2026 Internship Job Description

Description of Company: Stone Sherick Consulting Group (a certified Women-Owned Business) is a consulting firm specializing in affordable housing and Real Estate Development Services for affordable residential, mixed-use commercial and industrial real estate development projects that provide a social impact. Over the last 25 years we have been involved in the development and completion of over 18,500 dwelling units, more than 900,000 square feet of commercial and industrial development with a value of over $2,200,000,000. We are currently working in several states that include PA, NJ, MD, NY, DE, & VA and Washington DC. Please see our website at www.stonesherick.com to learn more about the company.

Our Real Estate Development Services include: composing and production of financing applications and closing documents, acquisition and property location, feasibility studies, environmental and geotechnical coordination, development of project schedules, production of operating and development budgets and identifying and qualifying appropriate professional service providers such as architecture, engineering, and specialty consultants. We are a small office with currently 15 full-time staff.

Job Title: Project Management Summer Intern

Internship Overview

The Real Estate Development & Planning Intern will support SSCG's planning and development efforts, gaining hands-on experience in affordable housing, financial feasibility studies, and project coordination. This is an excellent opportunity for students or emerging professionals interested in urban planning, real estate development, and community-based projects.

Key Responsibilities

- Conduct research and data analysis for neighborhood plans and real estate development projects.
- Research and prospect potential sites For new affordable housing and community development projects
- Attend stakeholder and community meetings to support community engagement and policy development
- Provide support to project managers in a variety of administrative tasks including but not limited to tracking project timelines and coordinating development activities with project managers.
- Draft grant application materials, reports, schedules, and correspondence for clients and internal teams.
- Attend industry meetings and trainings to gain expertise in housing and community development.
- Support communications and social media projects as needed.

Qualifications & Skills

- Currently pursuing or recently completed a degree in Urban Planning, Real Estate, Finance, Public Policy, or a related field.
- Strong research, data analysis, and writing skills.
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook); experience with project management tools is a plus.
- Interest in affordable housing, community development, and financial structuring.
- Ability to work independently, manage multiple projects, meet deadlines, and adapt to a fast-paced work environment.
- Strong interpersonal skills and the ability to work with diverse stakeholders.

Education & Experience Requirements:

- Competent in word processing, spreadsheets, internet/email and database computer software, preferably current versions of Word, Excel, Access, & Microsoft Project.
- Experience in housing and mixed-use development or planning, grant writing, or financial modeling.
- Excellent written and verbal skills.
- Ability to work independently, manage several projects at once, adapt to changing work assignments, to function effectively under deadlines.
- Ability to work well with a wide variety of people and personalities and above all, to be kind.

SSCG reserves the right to revise or change job duties and responsibilities as needed. This job description is not meant to be an all-inclusive statement of the duties and responsibilities of the job, nor does it constitute a written or implied contract.

Immediate Supervisor: To be determined.

Working Hours and Location: The internship is 4 days a week, Monday – Thursday, from 9AM-5PM, with one paid hour for lunch. Interns are expected to work in person at the SSCG Office in Old City. There is not a remote or hybrid option for this internship.

Start and End Date: June 1st-August 21st, 2026 (12 weeks).

Salary: $22.00 hourly.

Please send all inquiries and resumes to: **Anne Harrison** anneharrisonconsulting@gmail.com**,** hiring support consultant.