

Property Management Intern

Acadia (NYSE:AKR), headquartered in Rye, New York, is a fully-integrated, self-managed and self-administered real estate investment trust. Through our REIT and Opportunistic Fund investment platforms, we are focused primarily on the acquisition, ownership, redevelopment and management of retail properties, including neighborhood and community shopping centers, urban high-barrier-to-entry street retail, and mixed-use properties with retail components.

Acadia is currently seeking a qualified intern to join its Property Management group, who can participate in the day-to-day operations of retail and commercial real estate properties. The successful intern will learn a variety of property management operational strategies, including tenant relations and the selection and supervision of service companies through job shadowing. Interns will be encouraged to learn as much as possible about Acadia and how all of the various departments inter-relate during their experience with us. The intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in how successful retail and commercial real estate properties operate.

INTERNS WILL BE EXPOSED TO & PROVIDE SUPPORT IN THE FOLLOWING AREAS:

- Commercial real estate management with an emphasis on retail store & shopping center management
- Budgeting and forecasting
- Assist in bidding, negotiating & managing vendor contracts
- Involvement in building & mechanical systems.

Requirements:

- Must be enrolled in a college degree program at an Accredited Institution
- Must have completed junior year of college
- Must be able to work onsite in Rye, NY
- Must have a GPA of 3.0 or above
- Must have unrestricted work authorization in the US without a visa or sponsorship
- Ability to work 40 hours per week

Desired Characteristics:

- Highly Self-motivated
- Ability to prioritize challenging work schedule/multi-task
- Strong written and verbal communications skills
- Proficient in Microsoft Office, particularly Excel
- Strong customer service skills
- Pursuing degree in related area including commercial real estate or other related area

Except as may be prohibited by law, Acadia has a mandatory Covid-19 vaccination policy for incoming employees.

Acadia Realty is an Equal Opportunity Employer - M/F/Veteran/Disability/Sexual Orientation/Gender Identity