



JAMESTOWN

African Internship Program

Overview:

Jamestown offers a three month internship program for African college graduates which provides full immersion in the daily operations of an institutional, fully-integrated real estate private equity company based in the United States. Interns will gain exposure to various departments including: acquisitions, asset management, capital markets, development, fundraising, legal, marketing and property management. Interns will perform assignments under direct supervision of a series of managers in those departments, learning to apply standard techniques, criteria and processes needed to satisfy the applicable responsibilities.

The Internship will be based in Atlanta, GA and will involve travel to various US cities to visit Jamestown assets. Jamestown will provide a furnished apartment, rental car, \$1,000 allowance for international airfare and \$1,000 allowance per month for personal expenses.

Position: Real Estate Internship

Location: Atlanta, Georgia

Date: Spring/Summer 2015

Qualifications:

- Bachelor's degree in Real Estate, Finance, or a related field of study
- Demonstrated high degree of academic success; factors considered include class rank, professor recommendations, etc.
- Strong English language skills, including written and verbal.
- Working knowledge of real estate and finance.
- Strong organizational and interpersonal skills; detail-oriented, logical, and methodical approach to problem solving
- Self-motivated, with a propensity for teamwork and collaboration; proven ability to meet deadlines and accomplish work in order of priority
- Driver's license

Job Functions:

The job functions performed during the course of the Internship Program will be very diverse. A sample of duties across multiple departments might resemble the following:

- Contribute to the production of Investment Committee memoranda.
- Review and abstract governing documents – partnership agreements, loan agreements, leases or other legal documents, as requested.
- Assist in conducting market research as requested, including building lease and sales comparable spreadsheets and maps
- Assist in the production and execution of a marketing events held at a portfolio property
- Create and maintain network file folders, and organize pertinent asset-related documents within
- Solicit bids and coordinate service work from third-party vendors and service providers
- Accompany senior professionals on various trips to existing portfolio assets or prospective acquisition targets

Application Instructions

Please send applications by December 31st, 2014 to IRE|BS Foundation for African Real Estate Research, attn. Miss Fanina Karabelnik, via email to fk@rothenberger-4xs.com.

Applications shall contain:

- A recommendation letter by dean or head of department
- Cover letter and CV including passport photo
- Copies of diploma and report cards
- Short essay (max. 1,000 words) on Chances & Risks for Foreign Real Estate Developers in an African country of your choice.

<http://www.jamestownlp.com>