



Council for Educational Travel USA

Trainee/Internship Program Offer

(10786) Architecture Project Management Program – New York, NY



Program Duration: 12–18 months

Compensation: \$20.00 per hour

Hours: 32–40 hours per week

Housing: Not Provided

Number of Position Offered: 1

Host Company Description:

This Brooklyn-based host company is a real estate development and investment firm that creates eco-friendly residential, retail, industrial, and hospitality projects. They are committed to building a company culture centered around inclusion, equity, and sustainability. Brooklyn is a bustling borough of New York City, with museums, unique restaurants, and nightlife, and is a subway ride away from Manhattan's sights and sounds.

Program Description:

- Assist with procurement, billing, design coordination, and project oversight across several active and upcoming real estate projects
- Coordinate with vendors and contractors, track budgets and invoices, and source materials
- Support schedules and permitting
- Assist with the selection and management of service providers (interior designers, engineers, specialty trades, etc.)

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **Architecture / Project Management** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **Architecture / Project Management** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in this field
- Architecture training with an eye for interior design, with ability to interpret drawings and translate design intent into execution
- Attention to detail, design sensibility, and ability to support projects from concept through construction

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title