



Summer Internship Program

Duration: Summer 2021. Exact start and end dates flexible based on academic calendars of selected applicants

Location: The position will be based out of Pine Tree's Oak Brook office with potential flexibility based on the evolving public health guidelines

Summary of Position: Pine Tree is seeking to add multiple Interns to support of the Company's Asset Management, Portfolio Management, and Acquisitions (AM/PM/A) teams in executing objectives of the portfolio and its partners. The position will report directly to the Executive Vice President of Asset Management but will support several members of the AM/PM/A teams.

Responsibilities:

- Analyze data on existing assets and prospective acquisitions
- Review leases and compile relevant information
- Assist with ad hoc requests from capital partners and other departments

Internship Program Components: In addition to the responsibilities listed above, the Pine Tree Internship Program offers participants the following professional development opportunities

- Exposure to Other Departments: Participants in this program will gain an understanding of how a diverse cross section of people and skillsets collaborate to execute Pine Tree's mission. Examples include prospecting for new tenants with members of our leasing team, walking a redevelopment project with members of our construction team, or experiencing a property tour with one of our Property Managers.
- Interaction with Senior Leadership: Interns will have a coffee/breakfast/lunch with members of the Organization's management team during the program
- Event Attendance: Participants in the program will have multiple opportunities to attend industry networking/professional development
- Internship Project: Interns will work with members of the AM/PM/A teams to identify and then deliver a project that will have lasting benefits for the organization. Program participants will have the opportunity to present their work to the organization's senior leadership

Desired Skillsets & Qualifications:

- College student (incoming Junior, Senior or graduate student) pursuing a degree in real estate, finance, business, or another related field
- Collaborative, hardworking, results oriented individual with a passion for the industry and a willingness to learn
- Excellent critical thinking, organization, relationship building and prioritization skills
- Proficient in Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook, Teams) and open to learning new relevant software when needed. Argus experience is preferred but not required
- Demonstrated ability to work both independently and contribute as part of a team

Compensation: Weekly Stipend

How to Apply: Email a resume and cover letter to careers@pinetree.com