**Role as an Intern:**

* Assist in the management of the New Markets Tax Credit portfolio; including reporting, compliance, and financial management
* Assist in the preparation of monthly/quarterly reports
* Assist in year-end audit & tax preparation
* Provide support in collecting deliverables from the projects
* Provide support in business development and community outreach
* Support operational needs as necessary
* Provide support in the transaction closing process

**About you:**

We are preferably looking for candidates with the following skill set:

* Advanced Microsoft Excel, Word, and PowerPoint abilities
* Strong analytical skills and attention to detail
* Strong written and verbal communication skills
* A strong interest in the real estate field, finance or the community development sectors
* A good attitude, a willingness to learn, and a positive mindset

This is an excellent informal internship opportunity with a lot of flexibility. It will offer great experience and exposure to community development finance while working from home.

**About us:**

New Markets Community Capital (NMCC) is a community development entity that harnesses the power of our tax system to provide a powerful financing tool for important investments into our low-income communities.

NMCC leverage the subsidies provided by the New Markets Tax Credits program to attract equity investments into low-income communities; providing jobs, community services, and opportunities.