



Construction Program Practicum Description

Dream Builders 4 Equity is looking to work with TWO individuals interested in a career in construction, development, project management, and/or urban planning. We are a nonprofit organization with a construction program that focuses on the rehabilitation, and new construction of homes on Hyde Park, north St. Louis city. We purchase dilapidated structures and rebuild them for the community using minority contractors and some help from our program participants, to sell them to first time home buyers in the community well under market value so homeowners have immediate equity in their new property.

Interested individuals should:

- Have excellent written and verbal communication skills, including ability to present complex information in a clear and concise manner
- Have the ability to organize necessary resources, including people, tools and time to meet tight deadlines and achieve desired results
- Pay consistent attention to details with the ability to identify discrepancies
- Use basic computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel/Access/PowerPoint applications) and comfortable with the use of virtual meeting technology (i.e. Zoom)
- Have a positive attitude, and desire to learn and grow in the field of construction, development, design, or urban planning

Participants will gain knowledge and experience in the community development field::

- Developing pre-construction RFP package
- Conducting project meetings, and setting milestones and formulating monthly owner report
- Establishing job processes (RFI's, submittals, and pay applications) including approving pay applications and negotiating subcontract change orders
- Performing project scheduling; ensuring project quality control and establishing overall project logistics
- Contacting new and existing customers to discuss their needs, and explaining how these needs could be met by specific products and services
- Preparing cost estimates for bidding purposes
- Work site examination, performing site safety walks, promoting and enforcing safe work practices on active work sites



- Assisting in documenting procedures, creating organizational charts, grants, and docs, and correspondence related to projects
- Assisting with field quality control, subcontractor coordination, photo documentation, buyout activities, and project closeout
- Working in complex environments and managing multiple projects simultaneously
- In urban planning, community real estate development, economic and workforce development
- Assisting in the creation of meeting summaries and distributing via email to attendees.

Interested candidates should send their cover letter and resume to construction@dreambuilders4equity.org with the subject line “Construction Practicum Position Resume”.