David Lawrence Centers Behavior Health Organization

**Facilities Management Department Intern Program**

**In beautiful Naples, Florida**

**Intern reports to:** Director of Facilities Management and Campus Security

**Job Summary:** This is a part‐ time position (10-12 weeks) that offers a hands-on learning experience assisting the Facilities Management Director in a small but growing department. The intern will be exposed to various administrative responsibilities related to staffing and training aspects of Operations/Facilities in a resort type community.

**Essential Functions Responsibilities** include but are not limited to: ● Assists FM Director with small scale projects especially related to plans management (CAD). Interns provide administrative support to both the Director and the Fleet and Facilities Manager ● Other projects and duties as assigned.

**Qualifications** ●CAD skills along with Analytical skills. ● Excellent writing skills. ● Well-developed organizational skills with attention to detail. ● Excellent interpersonal and communication skills; customer service oriented. ● Proficient in Microsoft Office. ● Must be able to perform tasks independently with limited supervision. ● Ability to multi-task and handle detailed assignments. ● Ability to maintain confidentiality.

This is an incredible opportunity to work with a seasoned Facilities Management director in a mid-size organization with great growth potential. Come to Naples, Florida for the summer and learn in an exciting environment with true professionals.

How to Apply: Interested applicants should email a copy of their resume to Byronc@DLCenters.org in order to be considered. Please use the subject line in your email.

**Contact Information**

**Skip Camp, CFM, Director**

**The David Lawrence Centers, Naples, FL**

**239 571 4041**