Construction Project Management Intern

Pickens County Habitat for Humanity

Position Purpose

The Construction Project Management Intern helps Pickens County Habitat for Humanity (PCHFH) set up Procore, its new construction project management system, and get it running on active home builds. The intern works remotely with the Construction Coordinator and Executive Director to organize projects, documents, schedules, and costs in Procore, which includes a significant amount of data entry.

This internship offers real responsibility: the systems the intern helps build will be used on every PCHFH home and the new accessibility ramp program.

What You Will Gain

- Procore Certified credentials earned through the Procore learning platform, including project management courses for general contractors.
- The IBM SkillsBuild Project Management Fundamentals digital badge, covering scope, scheduling, risk, and project status reporting.
- Real experience setting up and running Procore on active residential construction projects, a skill commercial contractors look for.
- Experience with construction documents, budgets, and schedules without needing to be on site.
- A written letter of recommendation and a LinkedIn recommendation from your supervisor after successful completion.
- Portfolio-ready work samples you can show employers and graduate programs.
- A chance to work on a Habitat for Humanity build day alongside volunteers and future homeowners.

Time Commitment & Work Schedule

Position Type: Unpaid internship

Time Commitment: 8 to 20 hours a week for one semester, based on the needs of the student and scheduled around classes. Longer or summer internships are welcome.

Academic Credit: PCHFH will complete supervisor evaluations and paperwork for students earning internship credit through their school.

Location: Remote. This is a database and data entry role.

Direct Supervisor

Reports To: Construction Coordinator, with support from the Executive Director

Qualifications

Required Qualifications

- Current undergraduate or graduate student.
- Strong organization and attention to detail.
- Comfort learning new software and teaching others to use it.
- Comfortable with detailed data entry and keeping records consistent.

Preferred Qualifications

- Major in construction science and management, construction engineering, civil engineering, project management, or a related field.

- Coursework or experience with estimating, scheduling, or construction documents.
- Prior experience with Procore or other construction software.

Duties & Key Responsibilities

Procore Setup and Organization - 45%

- Complete Procore training and certifications early in the internship.
- Set up company and project settings, the directory, cost codes, and permissions in Procore.
- Build project templates for daily logs, punch lists, inspections, RFIs, and closeout.
- Upload and organize plans, permits, contracts, and subcontractor documents.
- Help set up how Procore project costs connect with QuickBooks Online.

Project Support on Active Builds - 35%

- Enter schedules, budgets, and subcontractor information for active homes and ramps.
- Keep daily logs, photos, and inspection records up to date in Procore.
- Enter progress photos and site information from the Construction Coordinator into Procore.
- Help track costs against budget and flag issues early.

Process Documentation and Training - 20%

- Write short how-to guides for staff on common Procore tasks.
- Help staff and volunteer leaders learn the system.
- Recommend improvements based on what works on real projects.

How to Apply

Talk with us at the internship fair, or contact Tamara Dourney, Executive Director, Pickens County Habitat for Humanity.