

LAND DEVELOPMENT INTERN

WORK WEEK:	Monday – Friday
HOURS:	25-40 hours per week
DAILY SCHEDULE:	Flexible
WAGE:	\$16.00/hour with Potential for Bonus
DURATION:	Summer 2021 (Specific Date Range TBD)
LOCATION:	Lake Stevens, WA
IDEAL CANDIDATE:	The ideal candidate has/is:

- A college student or a recent graduate of high school about to enter their freshman year of college
- Has an interest in government, planning, construction, real estate and/or marketing
- A desire to meaningfully contribute to the growth of a small business and learn valuable and practicable employment skills that are transferable to future employment

CANDIDATE REQUIREMENTS: The following are key requirements for any candidate:

- Ability to work independently and be self-motivated to complete tasks
- Ability to use of common sense and critical thinking skills to complete tasks and make decisions within scope of employee's position and authority
- Ability to follow company policies and procedures
- Ability to speak clearly and communicate effectively
- Ability to use Microsoft Office (Excel, Word, etc.)
- Ability to keep information confidential
- Reliable transportation and a valid driver's license

ABOUT THE COMPANY:

We are a land use and economic development consultancy that works with public and private sector clients on a wide range of projects, including annexations, conditional use permits, rezones, site development permits, and more. We also provide governments and economic development organizations (EDOs) with economic development strategic planning. And our firm is a registered lobbying firm at the city, county, and state levels of government.

GENERAL DUTIES:

- **Administration** – assist existing staff team with administrative tasks, including printing, copying, etc. Assist in creating new files, modernizing the company's filing system, etc. Prepare land use applications, exhibits, and documents. Submit and pick-up orders, permit applications, project files, etc.
- **Research** – conduct project, jurisdictional and economic research; learn basic GIS to complete analysis, print maps, and provide project support, etc.
- **Marketing** – learn to and update websites and blogs (WordPress) with new information; work with the Company's Owner to explore social media and other marketing opportunities to promote the company; etc.
- **Other** – other related duties as maybe identified during the course of the internship

CONFIDENTIALITY: The Land Development Intern will have access to some company information, including passwords, business plans, research and sensitive documents as needed to successfully perform the job. Further, the administrative assistant may be privy to information about clients, including clients that are publicly traded

companies. The intern is always expected to maintain the confidentiality of such information, will be required to sign a general confidentiality agreement, and may be asked to sign one or more client confidentiality agreement(s). Release of confidential information will result in immediate termination and potential legal action from this Company and/or its clients. Without authorization by the Company President, the intern is not permitted to retain any records after the position term.

PHYSICAL DEMANDS: There are certain physical demands required for an administrative assistant to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the administrative assistant is frequently required to sit; stand; walk; talk; type; write; read and listen; and use hands, arms and fingers in operating computer and mobile devices, handling papers and files, and other duties and operations typically expected in a professional office environment. Additionally, the administrative assistant is required to have the ability to drive to/from jurisdictions and/or project (or potential project) sites.

HOURS & SCHEDULE: The position is expected to work Monday through Friday during regular business hours as may be scheduled by the Company; however, the hours can be flexible depending on project assignments.

OFFICE & TRAVEL: Some travel is possible based on project needs and the current phase of COVID. Refer to the company's travel and reimbursement policies for additional information, as well as local and company guidelines regarding COVID.

OFFICE EQUIPMENT: The employee will be provided desk space (but not necessarily an individual office) and appropriate supplies, as well as access to software, as needed, to perform the tasks of the position. Employee may also be allowed to complete some work remotely.

DRESS CODE/ATTIRE: The dress code is "office casual" unless meeting with clients. Office casual is defined as casual wear appropriate for a professional office environment. This includes the ability to wear jeans. Shoes should be close toed, comfortable, and appropriate for visiting construction sites. In limited circumstances, such as project hearings, business casual attire may be required. Employees are encouraged to use their best judgement involving decisions about attire to wear. Any questions regarding appropriate attire for a given situation may be directed in advance to employee's supervisor or the Company President.

ATTENDANCE POLICY: Full-time employees qualify for the Company's unlimited paid time off program. Part-time employees are encouraged to use the flexibility of their schedules to manage needed sick time and/or planned summer vacations. In all cases, an employee's schedule should be coordinated with the Owner of the company.

Note: absenteeism is difficult to measure in this non-traditional work environment. Frequent and unreasonable absenteeism will ultimately be reflected in the employee's poor performance on projects. Performance issues will be addressed and documented, and clear and obvious abuses of company policy may result in employee's termination.

AT-WILL POSITION: The intern position is at-will and either the Company or employee may terminate employment for any reason (that is, without having to establish "just cause" for termination), and without warning.