

## LAUNCH ACADEMY SUMMER INTERNSHIP EVERGREEN DEVCO, INC.

### **JOB DESCRIPTION**

Opportunity to work directly with both Evergreen's Director of Leasing, Heather Wiseman and Development Director, Alex Gonzalez to learn all facets of the retail real estate development cycle which include:

### **LEASING**

- Assist in leasing (also including sales, ground leasing and build-to suit leasing) a diverse mix of new, ground-up retail developments and some legacy asset/second generation space.
- Gain market knowledge across Evergreen's portfolio (Arizona, California, Colorado, and Utah), and network with brokers and retailers.
- Learn an overview of the leasing process from market research to LOI and Lease/Contract negotiation.
- Gain insight into how deals and the essential shopping center documents (e.g., CC&R's, COREA, Declaration, etc.) are structured.
- Assist in evaluating and qualifying potential tenant prospects.
- Help to formulate strategic market plans for retail development projects through comps and tenant-mix research.
- Assist in conceptual site planning and participate in strategy meetings.
- Attend industry/networking events.

### **DEVELOPMENT**

- Assist with the management of the development cycle including planning, design, pre-construction due diligence, entitlements, building permits and overseeing the construction.
- Learn about working with outside consultants including architect, civil engineer, landscape architects, soils engineer, etc. in pursuit of completing due diligence, preparation of entitlement applications, and building permit submittals.
- Assist with the preparation of development budgets and schedules.
- Facilitate strategy meetings, implement plans to keep project resources, owner and all involved informed.
- Track progress of each project against goals, approved budgets, and timelines.
- Assist in the creation of action plans to meet objectives, budget, and schedule.
- Work directly with Director of Development to identify project risks, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.



## **LOCATION**

Phoenix, Arizona

Possible travel with Director of Leasing and Development Director to visit projects in other Evergreen markets (may include California, Colorado, Utah).

## **START & END DATE**

\*June 1 to August 31, 2022

*\*Subject to modification to accommodate selected Intern's school schedule*

## **SALARY**

\$20/hour

## **HOURS**

Monday through Friday

40 hours per week

## **JOB PERKS**

- Paid business travel days
- Housing allowance
- Evergreen Social Committee events
- Opportunity to network with and shadow other Evergreeners

## **EVERGREEN POINT OF CONTACT**

Heather Wiseman

Director of Leasing

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Evergreen

At Evergreen we value people and relationships. We are committed to strong, lasting, and collaborative relationships with our stakeholders, and providing a positive working environment with opportunities for personal and professional growth. Through nearly 50 years of developing and honoring our relationships, Evergreen creates community in everything we do, through the places we create, the communities we serve, and within our community of dedicated employees and external team members that we value and have partnered with for decades.

We look forward to welcoming our Launch Academy Intern into 'The Tree' Family!

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