



Development & Planning, Design and Construction Internship Description

Role Summary:

This is an exciting opportunity to join the Trinity team with an opportunity to expand your knowledge of real estate with a focus on development & planning, design, and construction. Reporting to the Vice President Development & Planning, the development & planning, design, and construction intern will work to support the team leaders of these business functions in day-to-day tasks including the following general description of roles and responsibilities:

Primary Responsibilities

- Support with the management of land development projects from acquisition to construction, with cooperation between Building/Architecture, Municipality and Consultant teams.
- Willingness to learn and grow professionally.
- Extensive knowledge of Excel, PowerPoint, & Outlook.
- Assist various departments in reviewing, collating, and drafting word/excel documents of different projects
- Assist in coordinating consultant project meetings whether tenant or development related
- Coordinate project concerns between leasing, operations, planning and design, and help figure out solutions

Core Competencies:

- Embrace Trinity's Mission, Vision and Values:
- Integrity
- Mutual Respect
- Innovation
- Entrepreneurship
- Dedication
- Model and implement Trinity's standards of excellence; both internal and external
- Positive attitude and enthusiasm
- Superior communication and English language skills, oral and written
- Effective listening skills and ability to give and receive constructive feedback
- Ability to work on large development projects while working collaboratively with internal and external stakeholders
- Apply your technical engineering, planning and/or business skills to real land development projects immediately
- Architecture student might also be a possible candidate
- Proactive and can work with minimum supervision
- Solutions-oriented with a knack for creative thinking
- Highly organized with attention to detail

- Superior planning and prioritization skills; strong ability to multi-task
- Problem solving – resolution focused, execute sound judgment and decision making
- Punctuality and dependability
- Take initiative and meet deadlines