



Company: Tarragon L.L.C.
Position: Development Intern
Reports To: Development Manager
Classification: Non-Exempt / Hourly (\$20.00-\$23.00/Hour)
Position Location: Seattle, Washington

ABOUT TARRAGON:

Tarragon, a locally owned and operated company, executes at a high level on a variety of product types, including residential, industrial, commercial, and land development, all approached with a long-term perspective. In each project we undertake, our focus is on creating value for the community, tenants, and partners.

We are committed to fostering opportunity and building community through our expertise, integrity, and stewardship in everything we do.

Our portfolio includes Class A industrial, residential, and commercial developments. Our team is responsible for sourcing new acquisitions and overseeing all aspects of our projects, from design and entitlement to permitting, construction, and leasing. We plan, execute, and maintain involvement with our affiliates throughout the entire life cycle of each project.

ABOUT THE INTERNSHIP PROGRAM:

Tarragon's Internship Program offers valuable work experience in a collaborative and fast-paced environment, providing a solid foundation for building your real estate career. This three-month summer intern program introduces you to Tarragon and exposes you to projects across the Puget Sound Region (and beyond) in various stages of development, including design, entitlement, permitting, construction, and leasing.

We are seeking results-oriented and motivated candidates with a background in real estate, construction or finance and a passion for the real estate industry. Each intern will gain real-world experience, networking opportunities, and a valuable learning opportunity. Depending on one's school schedule, our summer internship program is scheduled to run from May 2024 to the end of September 2024.

RESPONSIBILITIES MAY INCLUDE:

- Conducting company, property, and market-specific research.
- Participating in project meetings to gain real-time insights into land acquisition, entitlement, design, construction and leasing.
- Assisting in the review of project plans and specifications.
- Performing code review to support entitlement and permitting effort.
- Contributing to the development and preparation of project-related marketing and presentation materials.
- Tracking local and regional activity, industry trends, and demographics affecting the Puget Sound Region's real estate market.
- Contributing to special projects in support of the Development Team.



REQUIRED EXPERIENCE AND ABILITIES:

A successful candidate will possess the following experience and attributes:

- Currently enrolled as a college junior, senior, or graduate-level student.
- Proficient in M.S. Office.
- Strong written and oral communication skills.
- Excellent analytical and problem-solving skills.
- Resourceful with a strong commitment to ensuring accuracy in their own work product and the work product of others.

HOW TO APPLY:

If you are interested in being considered for Tarragon's Internship Program, please submit the following materials to jobs@tarragon.com:

- Resume
- Cover letter
- References

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or gender identity, marital or veteran status, or any other legally protected status.

Tarragon will require all employees to be vaccinated against COVID-19. This requirement extends to all exempt and nonexempt employees. Proof of full COVID-19 vaccination by time of hire is a condition of employment – not a condition of applying or interviewing for jobs with Tarragon.