



Real Estate Development Intern

The Seattle Chinatown International District Preservation and Development Authority (SCIDpda), a 50-year-old community development organization, serves one of the city's most diverse neighborhoods. Its mission is to preserve, promote, and develop the Chinatown International District (CID) as a vibrant community and unique ethnic neighborhood. SCIDpda has been recognized locally and nationally for its innovation in three program areas: property operations, real estate development, and community economic development and engagement. SCIDpda currently has 50 culturally competent staff, many whom speak a language other than English, which enables them to interact with our community. Our staff have a deep love for the Chinatown International District, and understand the importance of our organization in serving the district.

Reports to: Director of Real Estate

FLSA Status: Non-Exempt Temporary

General Nature & Scope

The Real Estate Development Intern reports to the Director of Real Estate. SCIDpda seeks an Intern to support the Real Estate Development team on a special project to conduct a study of the development potential of the properties within the International Specific Review District (ISRD). The Intern will also have opportunities to participate in all meetings related to any current project as an introduction to all phases of project development – including but not limited to feasibility analysis, acquisition, pre-development, finance closings, construction management, lease-up/stabilization, conversion.

Essential Duties and Responsibilities

- **Special Project – ISRD Development Potential**

Phase 1:

- In collaboration with SCIDpda's Resident Services team, conduct survey of existing residents and workers in the ISRD for housing needs (unit sizes, type of housing, amenities, etc...)

Phase 2:

- Determine the total unit count within the boundaries of the ISRD by utilizing existing public information and collecting information from property owners
- Categorize units by size (studios, one-bedroom, two-bedroom, etc...); type (rental or ownership); and any applicable subsidy type or regulatory restrictions

Phase 3:

- Identify developable parcels within the ISRD
- Calculate potential unit counts, based on parcel information (dimensions and zoning)

Supervisory Responsibilities: None

Preferred (but not required) Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Currently pursuing a BA degree, certificate or related work experience in finance, construction management, public administration, planning, architecture, real estate, or related field (related work experience may be substituted);
- Desire to learn and grow in affordable housing/community development;
- Strong financial acumen and ability to manage multiple tasks simultaneously;
- Proficient in MS Word, Excel, PowerPoint;
- Demonstrated ability working as a team member;
- Excellent oral and written communication skills;
- Experience working collaboratively in diverse groups;
- Commitment to the mission and goals of the organization;
- Knowledge of governmental regulations, practices and reporting requirements related to affordable housing, community development, or related fields;
- Familiarity with/connection to Seattle neighborhoods;
- Speaking proficiency in Cantonese or Mandarin, or proficiency navigating language translation tools/resources;
- Candidates with experience living in affordable housing or who identify with disadvantaged backgrounds are encouraged to apply.

Physical Demands / Working Conditions: The physical demands here are representative of those that must be met by an employee in a business office environment to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Work is generally performed in an office environment with a low noise volume with occasional visits to active construction sites,
- While performing the duties of this job, the employee is frequently required to read, speak, stand, walk, sit and use a computer keyboard and monitor
- Hybrid work structure – working 2 to 3 days a week in the office and the remainder from home
- Position requires local travel and occasional regional travel

Compensation: \$25 an hour. No benefits offered as this is a part-time seasonal position for 6 months. Work study eligible.

This position description generally describes the principal functions of the position, the level of knowledge and skills typically required and the general scope of responsibility. It is not intended as a complete list of specific duties and responsibilities and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relieve other employees, to equalize peak work periods or otherwise to balance the workload as needed.

How to Apply: Please submit resume and cover letter to joshuap@scidpda.org, no later than 5:00pm May 22, 2025.

Employee

Date