



## HEARTH POINTE DEVELOPMENT

### **Planning and Development Intern**

Hearth Pointe Development is looking for an energetic Planning and Development Intern who wants to grow their skills and career with an innovative company. As the Planning and Development Intern, you will be responsible for handling a broad range of administrative and entry level development needs for Hearth Pointe Development. This will include researching local ordinances for potential new development projects and assisting in the coordination of project submittals to local government agencies. You will serve as a liaison between Hearth Pointe, consultants, and local agencies, as well as Providence Construction, One27 Homes, and JaclynSmithProperties.

During your summer with Hearth Pointe, you will work alongside some of the brightest minds on business-critical projects, and you'll have the opportunity to experience our unique culture, grow your social and professional network, and interact with our Leadership Team. Not to mention work for one of the Triangle's 2021 Best Places to Work!

This is a 10-12 week summer internship, which will begin in May 2022 and will wrap up in August. All candidates must be able to work full-time hours in Clayton, NC for the entirety of the internship to be considered.

#### **Job Responsibilities**

- Research zoning and other governmental regulations to verify compliance for proposed projects.
- Assist in the development of street names and subdivision names for residential projects.
- Assist with reviewing the design/layout of development plan sets prior to formal submission to the appropriate governmental agencies. This includes, but is not limited to, the review of preliminary plats, final plats, master plans, construction drawings.
- Prepare and submit administrative applications to the appropriate governmental agencies. This includes, but is not limited to, administrative amendments, zoning compliance permits, building permits, minor subdivisions, recombination plats, exempt plats, and final plats.
- Coordinate with reviewing agencies for plan approvals. This includes reviewing comments from government agencies, working with the Planning Manager to relay these comments to the appropriate consultants for revisions, and resubmitting the plans for review.
- Attend, prepare, and participate in Pre-application Meetings, Neighborhood Meetings, and Technical Review Committee Meetings.
- Attend and assist in preparation for Planning Board, Town Council, and Board of Adjustment meetings.
- Attend and participate in coordination meetings with consultants.
- Create and update project schedules throughout the review process.

- Assist the Planning Coordinator in the ordering and install of street signs, monument signs, and amenity equipment.
- Assist the Planning Coordinator in the execution, tracking, and release of development bonds.

### Qualifications

- Currently pursuing an undergraduate degree; preferably in Community and Regional Planning, Public Policy, Business, or related field
- Knowledge of Google Drive
- Excellent written and verbal communication skills
- Well organized, detail-oriented, and dependable
- Reliable team player with a strong work ethic and a "will to win" attitude
- Self-starter who is driven to excel and willing to take on new challenges

### Why Work for Us?

At Hearth Pointe Development, our mission is to impact and develop those inside our four walls and those we do business with each and every day. We are only able to achieve our mission by living out our Core Values. Our Core Values provide us with a clear understanding as to what our culture is all about. Our Core Values are:



Our Core Values are built on the foundation of Faith and Family. Our Faith in God guides us; to believe the best in each other, value family, and love our community.

### Perks

- Full Kitchen: Our kitchen is fully available for your use and is even stocked with healthy snacks, candy bars, sweets, coffee, and more.
- Casual Dress Code: Replace your loafers and pumps with flats or sneakers. Our dress code is relaxed and approachable.
- Company Outings: We're not an "all work and no play" organization. We'll frequently cut out early and go do something fun. Many of our larger events are pre-planned and already on the calendar.
- Community Volunteer Opportunities: One of RiverWild's core values is "Live Compassionately". We take time throughout the year to get connected with and come alongside our local community.
- Free Coffee: Employees get to enjoy one free drink from the locally-owned coffee shop next door every day.

## [Apply Today!](#)

If this sounds like a position and culture you'd enjoy and excel in, please complete the application form [HERE](#). Don't forget to upload your resume and cover letter! If you have any questions about the internship opportunity send us an email at [jobs@theriverwildteam.com](mailto:jobs@theriverwildteam.com) with "Planning and Development"- YOUR LAST NAME" in the subject line. Applications will be reviewed on a rolling basis.