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**Development Coordinator**

WestUrban Developments Ltd. is a vibrant, fast-growing real estate development company based on Vancouver Island. Our team has over 30 years expertise in construction management, customized development and development planning in Western Canada. We believe that positive relationships are the cornerstone for success, and we strive to build strong teams built on respect, integrity, and safety. Our entrepreneurial culture encourages and empowers our teams to create innovative solutions to overcome challenges. We have made significant investments into our business over the last few years setting the stage for a major expansion in 2023 and beyond. Come join us at this exciting time and be part of something incredible!

If this sounds like the place where you would like to grow your career, we are currently seeking a Development Coordinator to join our Development team. The Development Coordinator will be responsible for supporting the Director of Development with various multi-family and mixed-use development projects. This position may be based out of our Nanaimo or Campbell River office locations.

**Responsibilities**

* Providing support to the Development team to assist with various projects and assignments;
* Supporting the Director(s) in the preparation of development and permit submissions not limited to drafting cover letters, calculating fees, following up with consultants and compiling submission packages using municipal format standards;
* Assisting with review of development materials, including reports, studies, and drawings (architectural, landscape, civil) during design development and the approvals process;
* Conducting research to support due diligence and development activity which may include studying surrounding development approvals, City Staff Reports and other miscellaneous research projects as needed;
* Preparing correspondence, memos, spreadsheets, power-point presentations and reports frequently of a confidential, strategic, and/or specialized nature, including presentations to community members, Municipal Councils, the Committee of Adjustment, and others;
* Attending internal and external project meetings, take minutes, and distribution;
* Coordinating meeting times, preparing agendas/documents, and following up on the action items from the meeting minutes;
* Assisting with project tracking and achievement of key project milestones;
* Assisting with RFP and review of fee proposals, review incoming invoices for accuracy and completeness and general project finance tracking;
* Supporting the Development team in reviewing and commenting on emerging government development related policy;
* Attending relevant Council meetings and development application meetings, reporting back on relevant activity;
* Other duties as required to facilitate the role.

**Qualifications**

• University Degree in Urban Planning/Architecture or a related degree;

• Preference to individuals with experience in the development/municipal approval field;

• Exceptional written and oral communication skills;

• Proficiency in Sketchup, Bluebeam, CAD, Adobe Creative, Microsoft is considered an asset;

• Strong attention to detail and organization skills;

• Strong interpersonal skills;

• Ability to work well with people from many different disciplines with varying degrees of technical experience;

• Uses clear, concise, and tactful communication with senior management, clients, peers and staff.

We provide a competitive salary and benefits package for the right candidate. If you are interested in this exciting opportunity, please email your resume and cover letter to careers@westurban.ca with ‘Development Coordinator’ in the subject line.

WestUrban is committed to the principles of employment equity and support diversity in the workplace. We welcome applications from all qualified candidates. We thank all applicants for their interest however only those selected for further consideration will be contacted. This job posting will remain open until the role has been filled.