
DEVELOPMENT COORDINATOR

Who We Are

Darwin is one of the most active developers on the North Shore of Vancouver. Our roots are in construction, and our goal is to look at every development project creatively. The balance of these approaches ensures that we always challenge assumptions and execute at a high level. Our current development portfolio includes over 2.5 million square feet of buildable area in various phases of development. We focus on mixed-use infill projects and large scale master plan sites. We strive to create iconic new North Shore communities, and a legacy that we can be proud of. We are a dynamic, versatile team committed to bringing these projects to life.

Who We Are Looking For

You bring a positive attitude and energy to work every day. Your effective communication skills coupled with your attention to detail will be key to the overall success of the Development Team and our real estate projects. You are organised, and you thrive in a fast-paced working environment. You enjoy solving problems and taking initiative. You take pride in building relationships and are adaptable to changing environments. You have a passion for real estate and a desire to progress your career with an industry-leading team.

Qualifications + Attributes

- 1-3 years work experience in a relevant role or field
- Applicable educational background, with an interest in continued learning
- Advanced computer abilities, with experience producing schedules, budgets and presentations
- Strong research and critical analysis skills
- Familiarity with the municipal approvals and political process
- Proficiency in the use of various social media platforms in a business context

Primary Job Responsibilities

- Work with the Development Management Team to advance all company objectives
- Prepare correspondence, presentation materials, reports, budgets, schedules, development proformas, contracts and legal documents
- Research and collect data to inform upcoming projects and strategic planning
- Coordinate stakeholder outreach, including event planning and preparation of consultation materials
- Maintain accurate project files and standards
- Create and manage content for new Darwin social media platforms
- Assist in managing implementation of corporate brand collateral

Let's Talk

If you are interested in applying for this position, kindly forward your resume and a brief cover letter to: careers@darwin.ca. We look forward to hearing from you!