

PROJECT COORDINATOR - DEVELOPMENT

The Holborn Group is seeking an experienced Project Coordinator to join the Holborn team.

Duties and Responsibilities

- Work as part of project development team on multiple projects
- Assist with the production of reports, budgets, schedules and other presentation material as needed for both internal and external communications
- Edit, write, coordinate and/or proofread text for a variety of project requirements
- Coordinate and attend meetings, produce minutes, and follow-up when appropriate
- Assist with coordination of public consultation events and stakeholder outreach, including maintaining stakeholder contact database and event planning duties
- Attend City and Community meetings and events as needed
- Assist with industry research and data collection related to projects
- Track and report on other developments and projects in relevant real estate markets
- Complete special assignments as required

Qualifications

- Excellent communication and organizational skills
- Proficient with the use of social media platforms in a business context
- Advanced computer skills especially in all Microsoft applications.
- Able to work independently on fast pace projects, coordinating multiple priorities and tasks at different project stages
- Proven ability to engage with internal staff and external stakeholders alike on a variety of tasks with professionalism, good judgment, and self-confidence.
- Superior writing and editing skills.
- Strong understanding of real estate development and municipal laws and processes
- General business and financial acumen with the ability to present budget information

- Self-starter with demonstrated initiative to identify and develop improvement opportunities.

Education and Work Experience

- Minimum of two (2) years' of relevant industry experience in project coordination, communications and/or community engagement work
- Education and/or background in urban planning, real estate, communications and/or urban land economics preferred

We thank all applicants for their interest in a career with the Holborn Group, however, only those identified for further consideration will be contacted. Please forward your resume to careers@holborn.ca.