

**Catalyst Community Developments Society** is a not-for-profit developer with over 600 units of affordable rental housing and 60,000 sq. ft. of retail, office and community space currently in various stages of development and operations across BC. We are a group of smart, hard-working, dedicated people. We work hard, enjoy what we do, and believe strongly in our mission.

We are currently seeking a **Development Coordinator** to join our team. This is primarily a support role that offers a great opportunity to learn about all aspects of real estate development. The successful candidate will be a talented, multi-tasking individual with great problem-solving, time-management, and computer skills, an intrinsic sense of curiosity, and the ability to embrace a diverse workload with a positive and results-oriented focus.

Reporting directly to the VP of Development, your job tasks would include:

- Coordinating public consultation events and neighbourhood engagement.
- Issuing RFPs, summarizing submissions, notifying proponents of outcomes.
- Assisting with managing project consultants and contractors through design, development, and construction.
- Submitting rezoning and development applications to municipalities and other regulatory authorities.
- Managing electronic and hard copy files and project ftp sites.
- Supporting the development team with invoice payment, cost control and cash flow processes.
- Managing team calendars, booking travel.
- Arranging meetings, taking minutes, tracking action items.
- Conducting general research and market analysis.
- Supporting the development team in preparation of presentations.

#### **Qualities**

- Hard working, energetic and thrives in a busy atmosphere.
- Enjoys learning and developing new skills.
- Smart and learns quickly.
- Self-starter, highly motivated, and able to time manage without a lot of supervision.
- Ability to persevere through challenges.
- Enjoys the details, getting things right, staying organized, and developing systems.
- Enjoys being part of a team and recognizes the importance of each team member and their role(s).
- A keen interest in affordable housing and thoughtful community development.

#### **Qualifications/Experience**

May include:

- Degree/Diploma in management/business, real estate, planning, engineering, etc.
- Work experience that demonstrates the above qualities. Relevant work experience in real estate development is not a pre-requisite although a passion for real estate development is.
- Mac experience with strong skills in Office (Excel, Word, Powerpoint) and Gmail.

If you would be a good fit for us and for this role, please send your resume in pdf format to [maura@catalystcommdev.org](mailto:maura@catalystcommdev.org) with "Catalyst Development Coordinator" in the subject line. We look forward to hearing from you.