



**APPLICATIONS ARE INVITED FOR THE FOLLOWING FULL-TIME POSITION WITH THE  
URBAN DEVELOPMENT INSTITUTE, PACIFIC REGION**

**POSITION: POLICY AND RESEARCH COORDINATOR**

**REPORTING TO: VICE-PRESIDENT, GOVERNMENT AND PUBLIC AFFAIRS**

**ABOUT UDI**

With more than 650 corporate members, the Urban Development Institute, Pacific Region (UDI) represents thousands of individuals involved in all facets of land development and planning, including: developers, planners, architects, financial lenders, lawyers, engineers, property managers, appraisers, real estate professionals, local governments and government agencies.

Since 1972, UDI Pacific has been dedicated to fostering effective communication between the industry, government, and the public; and aims to improve both housing and job opportunities for all British Columbians.

As a “Partner in Community Building,” the Urban Development Institute is committed to working with communities and governments to create and achieve the vision of balanced, well-planned and sustainable communities. The Urban Development Institute promotes wise and efficient urban growth, good planning and good development practices, affordable housing and high-quality commercial and industrial developments.

UDI has an extensive volunteer policy and technical committee structure to ensure best-practice policy and development that is constructive, credible, consultative, and founded on a strict code of ethics. UDI Pacific also serves as the public voice of the development industry, communicating with the media, community groups, and related stakeholders on a number of issues. UDI concentrates its activities in three primary areas: government relations, professional development and education, and research.

**JOB DESCRIPTION:**

The Institute is seeking an individual to join our government affairs and communications team. Working closely with UDI, industry leaders, government officials, and relevant stakeholders, you will be responsible for research, committee and communications support. As a member of the team, the policy and research coordinator will help to develop sound, actionable, and evidence-based information to help promote and represent the Urban Development Institute and real estate industry.

**PRIMARY RESPONSIBILITIES:**

- Research and develop recommendations for policy position papers, briefing notes, and other reports to move forward the priorities of UDI.
- Engage in consultations with internal and external stakeholders including policy and liaison committees, members, and government officials.
- Attend industry and government meetings, then provide feedback on key UDI issues.
- Collect, analyze, and synthesize market statistics, best practices, and trends in other markets.
- Attend forums and workshops on issues relevant to the development and planning industry.
- Assist with research/presentation slides/scripts for UDI presentations to councils and other stakeholder groups or UDI member events. Occasional presentations and speaking

- engagements might be required.
- Provide content for UDI member newsletters and annual reports.
- Update UDI Board Package for the Board of Directors on all policy work and progress on a monthly basis, including writing memos and briefings for senior UDI staff.
- Organize meetings and take minutes for UDI municipal liaison, board of directors, and policy issue committees.
- As UDI is a small organization, occasionally assist with event-related preparation and activities. Participation at UDI Lunch and Breakfast seminars is generally expected as they provide for valuable learning experiences and good networking opportunities with industry leaders (members) and government officials. Some evening social event attendance is required with flexible scheduling.
- Manage UDI's website and occasionally post relevant articles to its social media channels.

## **QUALIFICATIONS:**

### **Academic**

You should possess a university degree or equivalent in political science, public policy, economics, business, communications or related field.

### **Experience/Knowledge/Training**

Your background could be in the development industry, government, or non-profit sectors - ideally with 3 years' experience and demonstrated communications skills.

- You are aware of the drivers of high housing costs and passionate about good public policy and improving quality of life in Metro Vancouver.
- Have an understanding of the development industry, municipal governance, and the public policy-making process.
- You have exceptional analytical and writing skills, and can synthesize diverse ideas, research, and opinions.
- You are a forward-thinker and a strong, tactful communicator with demonstrable skills in policy analysis and research.
- Demonstrated ability to work effectively as an integral member of a policy team; strong interpersonal skills.
- Self-motivated, flexible and open to changing priorities and prioritizing and managing multiple tasks with compressed deadlines.

## **Compensation & Application Process:**

This position offers commensurate compensation, an attractive benefits package, participation in an industry that is an economic driver and some very challenging issues.

Please submit your resume and cover letter to Anne McMullin, President & CEO c/o Leslie Whittaker at [lwhittaker@udi.org](mailto:lwhittaker@udi.org)

**Deadline for applications is September 22, 2017.**

