



Project Coordinator

Position Type: Permanent, Full-Time

About the Role & Reside Community Relations

We are thrilled to be hiring for a Project Coordinator! Our team is growing quickly and recently, we have been lucky enough to work with some of Vancouver's most exciting developments. With this, we are looking for a dynamic addition to our team. The individual coming into this role will have relevant experience related to real estate development, community relations or communications and will offer a range of interpersonal skills.

The ideal candidate will have a positive and "can do" attitude, compassionate demeanor and will enjoy working with diverse groups. They must value personal growth, integrity and honesty and demonstrate an interest in learning and developing their skillset relating to community engagement and tenant relations.

As a sister company to Western Canada's largest communications agency, Talk Shop; Reside combines decades of experience in community relations and communications and has worked behind the scenes in most municipalities throughout the Lower Mainland and with many of BC's leading property developers.

We believe trust is fostered through honest, clear and supportive conversations and it's this belief that guides our work with communities. Given our team's background in communications, development, counselling and community relations, we believe we can truly make a positive impact on communities.

Key Responsibilities

- Assist in conducting community outreach and tenant meetings.
- Support and execute tasks in a fast-paced, deadline-driven environment
- Assist in collecting all required project material and information
- Assist in the creation and management of internal and external documentation and communication.
- Assist in coordination of internal and external meetings
- Independently manage documentation of all tracking and reporting
- Independently manage projects as required
- Attend weekly team meetings

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Requirements

- Outgoing, friendly and responsible self-starter who works well independently and with others
- High degree of self-awareness and interpersonal skills
- Post-secondary education in communications, or another relevant field
- Minimum of 1-2 years of community relations experience, real estate development or communications
- Experience and knowledge of real estate development and/or residential rental preferred
- Detail oriented and organized
- Superior verbal/written communications skills, fluency in English
- Ability to manage priorities and balance deadline-driven work load with complete accuracy
- A strong work ethic, attention to detail and excellent organizational skills
- Ability to work some evenings and weekends

Compensation & Benefits

Compensation will be dependent on relevant experience. After 3-months of employment, the individual will be entitled to Reside's comprehensive benefits program, which includes:

- Enrollment in an extended health, vision/dental plan
- 3 weeks paid vacation
- 1 work from home day/month
- Sick days and personal days
- Partial mobile phone reimbursement

Start Date: Immediately

Close Date: June 3, 2019

How to Apply

Email your resume with a cover letter and two writing samples to beth@residecommunityrelations.com

Successful candidates will be contacted and while we appreciate the time required to apply, we ask that applicants do not call the office to follow up.