



Project Manager

Position Type: Permanent, Full-Time

About the Role & Reside Community Relations

We are thrilled to be hiring for a Project Manager! 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 and community relations and will offer a range of interpersonal skills.

The ideal candidate will have a positive and "can do" attitude 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. The applicant must also have demonstrated leadership abilities in previous roles and have managed a team.

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 create a positive and respectful transition to change.

KEY RESPONSIBILITIES

- Project manage up to 5 community engagement projects at once
- Manage and execute tasks in a fast-paced, deadline-driven environment
- Manage all community outreach services for Reside
- Assist in the creation and management of internal and external documentation and communication
- Coordinate and manage of internal and external meetings
- Independently manage documentation of all tracking and reporting
- Independently manage projects as required
- Manage all reporting
- Attend weekly team meetings and all client meetings

1498 WEST 5TH AVE VANCOUVER, BC, V6H 4G3

604.396.9864 info@residecommunityrelations.com
www.residecommunityrelations.com



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 and/or real estate development experience
- Experience and knowledge of real estate development and/or residential rental preferred
- Strong knowledge or experience in communications an asset
- Strong work ethic, attention to detail and excellent organizational skills
- Superior verbal/written communications skills, fluency in English
- Ability to manage priorities and balance deadline-driven work load with complete accuracy
- Ability to work some evenings

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 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.