



**APPLICATIONS ARE INVITED FOR THE FOLLOWING CONTRACT POSITION WITH  
THE URBAN DEVELOPMENT INSTITUTE, PACIFIC REGION**

**POSITION: UDI FRASER VALLEY COORDINATOR**

**REPORTING TO: UDI Pacific Policy & Research Manager**

**ABOUT UDI:**

With more than 850 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: research, government/public relations, and professional development/education. More information about UDI is available [www.udi.bc.ca](http://www.udi.bc.ca).

**JOB DESCRIPTION:**

UDI is seeking an organized individual to join our Fraser Valley Committee team as the primary coordinator. Working closely with UDI members, UDI Pacific staff and relevant stakeholders, you will be responsible for providing administrative, policy and event planning support to the UDI Fraser Valley Committee. You will prepare and distribute meeting documents, coordinate member attendance and engagement and assist in planning events for the Fraser Valley Committee.

## **PRIMARY RESPONSIBILITIES:**

### *Administrative:*

Reporting to the UDI Policy & Research Manager and working closely with the Chair of the Fraser Valley Committee:

- Scheduling meetings and liaising with Fraser Valley Committee members.
- Compiling and distributing of meeting agenda. Circulating meeting materials for all members.
- Recording and distributing meeting minutes.
- Managing members' committee participation and following up with members to ensure actionable items are completed per commitment timelines.
- Attending and representing UDI Fraser Valley at all applicable stakeholder meetings.
- Collecting policy feedback and assisting in letter writing to various levels of government.
- Relaying membership referrals to Membership Director.

### *Communications & Policy Support:*

- Assisting with research/presentation slides/scripts for UDI presentations to councils and other stakeholder groups.
- Contributing content to applicable UDI member newsletters and annual reports.
- Ensuring committee is apprised of the latest policies and regulations with Fraser Valley municipalities.

### *Event Planning & Program Development:*

Working with the UDI Events team:

- Work with events planning Fraser Valley committee members and UDI Pacific to generate event ideas and coordinate annual events.
  - Event programming includes but is not limited to: golf tournaments, Mayor's Panel, and Forecast Luncheon.
- Set schedule and ensure venue logistics.
- Coordinate purchase and maintenance of speakers' gifts.
- Coordinate VIP table seating and prepare corporate table signs.
- Preparation of registration lists and signage.
- Onsite support as needed.

## **QUALIFICATIONS:**

### **Academic/Work Experience**

- A Bachelor's Degree is required or equivalent training and work experience
- Degree in a relevant field such as public policy, transportation, urban planning, government administration, business, economics or real estate is an asset.

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

- Excellent organizational skills; flexible and able to multi-task, with demonstrated resourcefulness in setting priorities;
- Strong verbal and written communication skills; ability to effectively present

and execute on innovative ideas. Ability to write reports and business correspondence. Outstanding grammar and proofreading skills.

- An understanding of the building industry and/or local government;
- Demonstrated ability to work effectively and collaboratively as part of a team; strong interpersonal skills and customer-service orientation;
- Self-motivated, flexible and open to changing priorities and prioritizing and managing multiple tasks with compressed deadlines;
- Excellent verbal and written communication skills are an asset.

**COMPENSATION & APPLICATION PROCESS:**

This position offers commensurate compensation. The expectation is for a minimum of three days/week or 22.5 billable hours.

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

**Deadline for applications is May 27, 2019.**