

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

**POSITION: POLICY AND RESEARCH COORDINATOR**

**REPORTING TO: VICE PRESIDENT AND SENIOR POLICY ADVISOR**

**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.

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 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:**

Are you an organized person with strong research and communication skills?

UDI is seeking a talented and energetic individual to join our small but growing policy team at our downtown Vancouver office, conveniently located near the Burrard Transit Station. Working closely with UDI staff, industry leaders, government officials and relevant stakeholders, you will be responsible for the preparation of the Institute's briefing documents, presentations, position papers and external correspondence as well as meeting preparation for UDI's municipal policy and technical committees.

**PRIMARY RESPONSIBILITIES:**

*Municipal Policy and Technical Committees*

Working closely the Policy & Research Manager and the Vice-President & Senior Policy Advisor on several UDI committees:

- Administration of municipal policy and technical committees including organizing and attending meetings, liaising with staff and drafting letters
- Compiling agendas for all meetings and writing minutes
- Circulating meeting materials to all stakeholders
- Managing members' committee participation

*Research:*

- Tracking of municipal policy changes, reports and council decisions
- Support in the planning/execution of reports/special projects
- Collecting policy feedback and assisting with letter writing to various levels of governments

*Communications Support:*

- Ensuring all committees are apprised of the latest policies and regulations
- Assisting with research/presentation slides/scripts for UDI presentations to councils and other stakeholder groups
- Support the Marketing and Communications Manager in social media content development
- Contributing content to UDI member newsletters and annual reports

**QUALIFICATIONS:**

**Academic**

- A level of education, training and experience equivalent to an undergraduate degree in a relevant field such as public policy, transportation, urban planning or real estate

**Experience/Knowledge/Training**

- 2+ years' experience in a public policy, research, municipal, or legislative environment
- Demonstrated ability to work effectively as an integral member of a policy team with a customer-service orientation
- You are self-motivated, flexible and open to changing priorities and prioritizing and managing multiple tasks with compressed deadlines
- Demonstrated ability to communicate effectively both verbally and in writing.
- Knowledge and experience in project management, urban planning or development an asset

**COMPENSATION & APPLICATION PROCESS:**

This position offers commensurate compensation and an attractive benefits package.

If this sounds like you, please submit a cover letter, specifically including your salary expectations, and your resume to **Anne McMullin, President & CEO** c/o Andrea Nicholls: **[anicholls@udi.org](mailto:anicholls@udi.org)**

**Deadline for applications is April 30, 2021**