



JOB DESCRIPTION

DEVELOPMENT PROJECTS COORDINATOR

THE ORGANIZATION

Greater Victoria Housing Society is a registered charity and non-profit organization dedicated to providing affordable rental housing for low to moderate income households.

PURPOSE OF THE POSITION

The Development Projects Coordinator reports to the Director of Real Estate Development, providing administrative and clerical services to assist in the creation of affordable housing.

DUTIES AND RESPONSIBILITIES

- Code invoices and match to contracts for payment,
- Maintain files for each project,
- Coordinate meetings, take minutes and track follow up required.
- Track project schedules and ensure tasks are assigned to meet all deadlines.
- Draft reports and correspondence related to the projects.
- Prepare claims packages for projects.
- Organize, scan and maintain filing systems for projects.
- Prepare documents such as: drafting letters, reports, project schedules, updating budgets, meeting minutes, coordinating with couriers and printing houses.
- Budgets, Contracts and Invoicing: work with internal and external groups on coordinating budgets, processing project invoices and Contracts to ensure proper coding and payment.
- Perform administrative and clerical duties for the department.
- Prepare housing needs assessments.
- Research and provide housing and economic data.
- Coordinate public meetings and information sessions.
- Develop and coordinate presentations, proposals, contracts and submissions.
- Maintain listing of accounts payable.
- Maintain vendor files.
- Coordinate with Consultants and City Officials.
- Perform other related duties as required.

CORE COMPETENCIES

- Flexibility
- Collaboration
- Effective Communication
- Commitment
- Empathy
- Attention to Detail
- Reliability
- Resiliency

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of office administration practices and procedures including ability to maintain records, take minutes of meetings, manage calendars and schedules.
- Attention to detail and ability to deal accurately with numbers.
- Computer skills including good knowledge of a Windows and Excel, Word PowerPoint, and SharePoint.
- Effective verbal and listening communications skills,
- Knowledge of residential rental property development.
- Knowledge of Planning, Development, and Construction processes would be a benefit.

EDUCATION AND EXPERIENCE

- An undergraduate degree/diploma in engineering, construction management, land use planning, urban land economics or commerce or a related field or equivalent experience.
- Experience providing administrative support for multiple projects/ initiatives.
- Two years work experience in the real estate development industry, construction industry, or related consulting role preferred.

WORKING CONDITIONS

- Union membership: CUPE Local 1978
- Hours of Work as provided in the Collective Agreement and will be required to work occasional evenings and weekends.
- Must have a valid driver's license and use of a reliable car.
- Office environment – Business Casual Dress Code

Greater Victoria Housing Society is committed to creating a diverse workplace to represent the population we serve and to better meet the needs of our tenants. Consider joining our team and being part of an innovative, inclusive and rewarding workplace.

Please visit <https://greatervichousing.org/about/careers/> for further information and link for applications.

