

**Job Posting:**

Development Coordinator  
Aryze Developments

## Do you want to watch your community change, or do you want to *be the one to shape it?*

Because we're hoping you're here for the latter.

**Who are we?**

We like to think of ourselves as entrepreneurs with an underlying goal of building better communities; this includes experimenting with a fledgling coffee shop, restoring notable heritage projects, and engaging in Victoria's political conversations. Naturally this expanded to include tackling the mystifying real estate industry, where we see an opportunity to build infill homes in the urban areas just outside Victoria's downtown which are in line with our creative and social values.

While we are bringing a number of unique infill development projects to market, Aryze's roots are in quality, unique construction. Our focus to build homes with high standards of craft, quality, design, and efficiency has distinguished our homes from others on the block.

**Who are you?**

You have a passion for taking on challenging projects that are unique, sometimes a bit weird, and delivered in an entrepreneurial environment where excellence is expected. You are the ultimate planner and coordinator and are an excellent communicator. You have a serious passion for shaping the community that you live in and its built environment. You have a lot of integrity and honesty, and understand that we are a business that thrives on executing the most innovative and challenging plans and bringing them to market. Most of all, you want to do it in a place where you're more than an employee number; a place you love working.

Still here? Good. Because if this resonates with you, we'd love to hear about it in your cover letter.

Aryze is growing and looking for an experienced Development Coordinator. Reporting to the Director of Development, you will support the development team in all aspects of a development

project from start-up to close-out. This includes assembling material for city applications, tracking and monitoring approvals, following up with the consultant teams, providing support with public engagement and community events, and assisting with coordination and filing. The successful applicant will also be responsible for assisting with Aryze marketing, public engagement, site analysis, and financial modelling on development projects.

The candidate must have at least 2-3 years of progressive work experience in a related field and post secondary education in land economics/development, urban planning, architecture, and/or the construction industry. You should be well versed with Microsoft Excel and have experience using indesign, illustrator, autocad, sketchup, and Google Drive. We know this is a big list, so we will consider applicants with less experience but who have the drive and energy to help make our projects a success.

### **General Responsibilities**

- Assist with project feasibility and due diligence on new projects as required
- Support the development team when applying for city applications, including assembling material, ensuring all conditions are being met, and requesting required drawings, reports, and specifications from the consultant team.
- Contribute as part of the team to the development of site planning and floor plans throughout schematic design and design development stages
- Undertake market, product, and service research and data collection, as needed
- Track and monitor all required approvals to ensure timely processing and completion
- Prepare a variety of internal and external reports and presentations, as required
- Provide support to the development team with public engagement and community meetings
- Assist the development team with building and maintaining project schedules, tracking documents, and checklists
- Assist with daily management of consultants, contractors, and third-party vendors
- Work with assigned project manager to review construction details, assist with review of project and interior design specifications
- Attend evening meetings or events, as required
- Assist with drawing and specification review, coordination, and filing
- Assist the development team in preparing the projects for delivery
- Assist the development, operations, and sales teams as needed during sales launch and project closeout, including the preparation and assembly of project/owner manuals

**Education**

Aryze supports career development and growth and will cover the cost of job-specific training, up to \$1000 per year for approved programs. Additional funding will be provided on a case by case basis.

**Salary**

Competitive, negotiable based on experience; relocation bonus; benefits and bonus program offered after probation period.