

DEVELOPMENT COORDINATOR

CitySpaces Consulting is a leading provider of community planning, development consulting, and consultation services in communities throughout Western Canada. For more than 35 years, we have been committed to “building lasting, livable and inclusive communities” with a spotlight on social sustainability. We work with a variety of clients in the government, business, institutional, and non-profit sectors, and bring exceptional experience in managing projects from vision to completion. We are known for our professionalism, dedication, social ethic, and inclusive approaches.

With several projects under construction and others in the pre-planning stage, CitySpaces is seeking a full-time **Development Coordinator** to join our firm. We are looking for someone to provide assistance to the project leads in all aspects of a development project — from conceptual planning, feasibility analyses, municipal approvals, community and stakeholder consultation, fund applications, and construction oversight through to completion and project close out. This position will be based in our downtown Vancouver office.

A special note: this is not a Planner position. We kindly request that policy planners, researchers, social planners and engagement specialists only apply to this position if they are to grow their career in development.

THE POSITION WILL INVOLVE

- Working as part of CitySpaces’ development team, in a key support position, on a variety of residential and mixed-use projects across BC
- Providing support to non-profit clients in realizing their projects from vision and concept through to completion
- Coordinating project team meetings, preparing agendas, taking clear and succinct meeting minutes
- Assisting with the preparation of capital and operating budgets
- Preparing draft cashflow spreadsheets
- Liaising with non-profit societies and project partners on project tasks as appropriate
- Receiving, reviewing, and processing all project financial invoices and preparing monthly progress claims
- Drafting consultant procurement RFPs and coordinating the procurement process
- Liaising with project consultants as required
- Preparing draft project schedules in collaboration with the project lead
- Assisting the team with community consultation activities and materials
- Assisting with reports, memos, and other communication
- Evening and weekend meetings are sometimes required

YOU WILL BRING TO THE ROLE

- University degree in planning, architecture, real estate development, engineering, business administration or related field
- Project coordination and/or management experience, certification an advantage
- Client-focused demeanour; experience working with non-profits and/or public/institutional agencies
- Strong technology / IT skills including knowledge of Mac-based computers and software, Microsoft 365 especially Excel
- Effective communication skills, both verbal and written
- Cooperative, energetic team player with a focus on productive outcomes
- Detail oriented, with strong organizational skills

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- Ability to multi-task and work on multiple projects concurrently
- Experience in real estate development and/or construction preferred
- Strong organizational and time management skills
- Aptitude for budgeting and data analysis
- Knowledge of municipal planning and public consultation processes
- Ability to travel, valid BC Driver's Licence is beneficial

PREFERRED WORKING STYLE

- Enjoy working within a collegial business environment that emphasizes high-quality performance and the ability to work independently, particularly under set timelines and budgets required to produce client deliverables.
- Proactive, positive, and creative problem solver and solution seeker.
- Friendly, collaborative team-player with a focus on productive outcomes.

THE BENEFITS

- Working in a collaborative and collegial environment
- Supportive and inclusive workplace
- Salary commensurate to experience
- Extended health benefits package
- In-house mentorship, training, and continuing professional development

SOUND LIKE YOU?

If so, please apply at: careers@cityspaces.ca by October 22nd, 2021

CitySpaces evaluates job applicants based on their merit, work experience, credentials and potential to carry out the job duties of the position. We do not discriminate against an applicants' age, gender, sexual orientation, faith practice, ethnicity, socio-economic background, place of origin, family situation, or other characteristics. We welcome all applicants interested in the position to apply.