

Development Coordinator

Purpose Driven Developments is a rapidly growing real estate development firm located in Vancouver – we unlock the potential of redevelopment to create communities where we can all thrive. We currently partner with developers, institutions, governments, First Nations and non-profits on projects that are recognized for their ingenuity in creating profit through purpose through global and national awards. As a result of our current growth, we are seeking a **Development Coordinator** to join our close-knit team. The ideal candidate will be a solutions-oriented, curious, and kind individual with a passion for learning new skills and a knack for presentation and communications. Reporting directly to the Director of Development, the Development Coordinator will benefit from broad exposure to the development cycle from project inception through to realization of the vision to project completion of construction, including direct involvement in rezonings, development applications, public consultation, construction, and project delivery. This role provides considerable opportunity for professional development and an opportunity to be mentored by the very best in this sector.

Key accountabilities include:

Project Development

- Provide project and administrative support to the Development Team in all aspects of project development, planning, implementation and management of projects.
- Coordinate and attend consultants' meetings, prepare minutes, and ensure follow-up.
- Monitor progress on project budgets, handle accounts payable coding.
- Provide support in the preparation of applications, reports, presentations, proposals, and governance documents and generally ensure information is available and organized for the Development Team.
- Ensure that necessary tasks and deadlines for each project are realized in an efficient manner.

Administration and Communications

- Provide communication and social media support for projects and company. Support business development efforts by drafting and pitching a range of communications for industry events.
- Implement and execute communications for company social media accounts. Draft quarterly newsletters and business development materials.
- Responsible for day-to-day departmental administrative tasks, including processing expense claims, corporate receipts, office supplies, and file maintenance.
- Experience and exposure to social media strategy and communications and marketing strategy implementation.

Education & Experience

- A degree in Business, Real Estate, Architecture, Urban Planning, or a related academic discipline is preferred but not necessary.
- The ideal candidate will have 2-4 years of experience relevant to the above accountabilities and a keen interest in real estate development and planning.
- Proficiency in MS Office (excel, word, powerpoint), InDesign, Adobe Suite, Squarespace, is required.

Qualities

- Self-motivated, energetic and keenly interested in all aspects of the project development process.
- Strong aptitude for writing and excellent communication, digital marketing, and social media skills.
- Strong planning and organizational skills, with a keen ability to prioritize tasks. Thrives on attention to detail in a fast paced, dynamic work environment.
- We are proud to foster a culture of collaboration, innovation, growth, and the wellbeing of all of our team, our clients, and our communities.

If this sounds like a good fit, we would love to hear from you, please send a cover letter and CV in PDF format to annelise@purposedrivenroi.com. This full-time role is located in Vancouver, BC and will remain open until filled.