

DEVELOPMENT COORDINATOR

District Group is a leading edge real estate investment, development and asset management company passionate about building exceptional projects that energize neighbourhoods and realize timeless design. Based in Vancouver, BC, District is actively pursuing mixed use projects focused on purpose-built rental residential in BC, Alberta and the western US. We are dedicated to building a diverse collection of high quality assets and developing them to their full potential, adding value for our capital partners, tenants and homeowners.

The Role

Reporting directly to the Director, Development the Development Coordinator is the epitome of administrative coordination, logistics, and research. The person in this position will work closely with the Development team on key actions related to District's real estate development portfolio and will directly support Development Managers, the Director, Development, the Executive Vice President & COO and President & CEO.

With multiple projects at various stages of development from due diligence through to construction they will be an integral part of assisting the team with the execution of the development process. They must be exceptionally organized, detail oriented and take initiative in moving actions forward. The person in this role should thrive in a fast paced, team oriented, entrepreneurial environment and be able to expertly complete multiple assignments and maneuver through changing priorities effectively and efficiently with minimal supervision. The ideal candidate is a dynamic, professional individual who operates with the utmost integrity and intentionality in everything they do.

Key Responsibilities

The Development Coordinator will be responsible for, but not limited to, the following:

- Supporting the Development team across the portfolio of projects throughout all stages of the real estate development process
- Assisting with the preparation of zoning, subdivision, development, building permit et al. applications and negotiations for land/zoning approvals with local approving authorities
- Gathering information during the due diligence phase
- Assisting with the management of project consultant teams
- Liaising with municipalities and other related stakeholders
- Tracking project advancement and monitoring key deadlines
- Coordinating and participating in the public consultation process and its' related events
- Coordinating Request For Proposal (RFP) consultant processes
- Reviewing project budgets
- Working closely with accounting, legal and insurance divisions
- Preparing meeting materials, sending couriers, compiling presentations, and dealing with logistics
- Organizing/filing pertinent project files both digitally and hard copy
- Writing letters, reports and correspondence

DISTRICT

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Skills & Experience

- Have a minimum of 1 – 3 years’ experience in real estate development, brokerage, or construction project coordination
- Have a post-secondary degree or college diploma in Real Estate, Business Administration, Architecture, Planning, Urban Land Economics, Economics or other relevant field, or an equivalent combination of education, training and experience
- Possess advanced Microsoft Office suite skills, particularly in Excel, with exposure to and understanding of both PC and Mac operating systems
- Knowledge of real estate property legal principles • Are a self-defined project manager with demonstrated project success
- Demonstrate strong communication skills — both written and verbal — handling every interaction with respect and professionalism
- Are a people person, committed to fostering connections in every interaction, with a proven track record of building quality relationships with ease
- You are a team player who thrives on collaboration and building relationships
- Have exemplary organizational and multi-tasking skills, with the ability to work in a fast paced environment
- Demonstrate strong analytical and problem-solving skills
- Embody flexibility and composure to accommodate last minute changes and unplanned requests as they arise
- Have extraordinary time management skills, functioning efficiently and effectively with a strong understanding of task precedence and priority, anticipating needs and streamlining processes
- Demonstrate initiative, along with the ability to exercise good judgment and a proactive approach, self-starting and thriving in an entrepreneurial environment
- Have excellent negotiation skills and demonstrated results
- Operate with a high level of confidentiality and diplomacy, adhering to corporate compliance and company policies
- Posses a passion for real estate and a keen interest in learning the development business
- Experience in reviewing and understanding engineering and architectural drawings/plans an asset
- Understanding of project budgets, cashflows, proformas and financial analysis an asset

What We Offer

This is a permanent, full-time, salaried position with a team of ambitious individuals that possess a sharp eye for opportunities and are committed to moving through business with integrity and thoughtfulness. You’ll grow professionally, will have a competitive compensation, extended health benefits and opportunities to share in our success. We’re on a path to elevate the way real estate and investment business is done and are eager to build a team equally passionate to be those change agents.

How to Apply

Thank you in advance to all interested applicants. Please send a cover letter and CV to Sonia Susin, Vice President, Communications + People Operations at careers@districtgroup.ca with the subject “Development Coordinator Application”. Due to a large volume of applications we will only reply to candidates selected for an interview.