

# Position Description

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Position: Development Coordinator  
Team: Development  
Reports to: Vice President, Development

## Position Classification:

- Exempt (Salary)       Full Time  
 Non-exempt (hourly)     Part Time

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## POSITION DESCRIPTION

The Development Coordinator works to support the Development Team and actively participates in all areas of the real estate development process including acquisitions, site feasibility, pro forma analysis, conceptual site planning, project design, and municipal permitting and approvals. In addition to project specific tasks, the Development Coordinator may also be required to assist with departmental duties to ensure an organized and efficient work environment is maintained.

## RESPONSIBILITIES

- Conduct site due diligence and assist with development feasibility studies (site valuation, pro forma analysis, review of zoning bylaw and municipal planning documents, etc.)
- Ensure all applications (Rezoning, Development Permits, Minor DP Amendments, etc.) are accurately completed and all documentation for submission is prepared/ready for submission
- Maintain appropriate records and files for each project
- Coordinate neighbourhood engagement meetings
- Conduct market analyses and keep the development team informed of market conditions by maintaining and summarizing key market statistics and indicators
- Maintain a summary of competition within the local market
- Help coordinate Disclosure Statement requirements and subsequent amendments as necessary
- Draft, submit, and review RFPs for consultants

## CHARACTERISTICS

- Passion for what you do with an interest in architecture, design, and urbanism
- Strong attention to detail and a pride in one's work
- Self-motivated with a high level of initiative
- Exceptional multi-tasker

## QUALIFICATIONS

- Post-secondary degree/diploma in Business, Economics, Architecture, Urban Land Economics (or related field)
- Strong computer skills: Word, Excel, PowerPoint, Outlook
- Excellent verbal and written communication skills

**Limitations & Disclaimer:** *The above position description is meant to describe the general nature and level of work to be performed by the individual in the position. It is not intended to be construed as an exhaustive list of all knowledge, skills, abilities, responsibilities, duties, physical job demands, and working conditions associated with the position.*