The Team

Providing people with the best place to live and work since 1968, Porte isn't just about real estate - it's about community. For more than 57 years, we've been shaping neighborhoods, uplifting lives, and doing work that truly matters, all thanks to our people.

What guides us? Our **Porte Promises** - a set of beliefs we've thoughtfully shaped, lived, and fine-tuned over time. They anchor how we show up every day: **People Focused. Committed to Excellence. Trustworthy. Community Builders.** When we pair these promises with action, we create change that lasts.

A career at Porte means joining a supportive, welcoming team where you can grow, contribute, and actually have fun at work. We're proud to be Great Place to Work® Certified, and we offer a variety of Porte Perks designed to help you thrive – and enjoy the ride:

- Kickstart Mondays with coffee, treats + weekend banter.
- Weekly team fitness training to sweat & reset.
- Casual Fridays & Friday Happy Hour (rooftop edition when the sun decides to show up!).
- RRSP matching because future-you deserve it.
- Extended Benefits & a Wellness Reimbursement Program
- A stocked office kitchen, great coffee, and healthy snacks for all-day fuel.
- Give back with Porte Cares – fundraise, volunteer, or have your personal charitable contributions matched.
- Year-round learning and development opportunities.

In Spring 2025, we're moving into a brand-new top-floor office in Strathcona - complete with stunning views and plenty of space to collaborate, create, and celebrate.
As a second-generation, family-run company, we're proud of our legacy - and even more excited about what's ahead. With ambitious growth in residential rentals and commercial spaces across BC and Calgary, we're shaping communities and providing homes for hundreds of people each year. At Porte, every role matters, every voice counts, and every person helps us build the future.

Welcome to Porte - where growth, community, and impact aren't just values. They're our way of working and living. Learn more about us at porte.ca.

Development Coordinator – Porte Communities

Overview
As Development Coordinator, you are the connective point that keeps our many projects moving. You support the Development Managers and the Vice President of Development through every stage of the development cycle by organizing information, coordinating teams, and keeping timelines on track. You help bring structure to complex work, ensuring documents are accurate, details are captured, and communication flows between consultants, internal teams, and municipal partners. Your steady oversight and clear communication strengthen collaboration across the organization and helps us deliver thoughtful, well-planned communities that reflect Porte's values.

Key Responsibilities

Project Coordination

- Support day-to-day work on active development projects from early planning through construction.
- Assist with preparing, organizing, and submitting development applications, permits, and all required regulatory documents.
- Track key project milestones, approval timelines, and critical path items to keep schedules on track.
- Maintain accurate and up-to-date project files, drawings, correspondence, and reports across all platforms.
- Record and distribute meeting minutes, clearly capturing action items, responsibilities, and deadlines.
- Coordinate internal communication between Development, Construction, Marketing, and Property Management to support alignment.
- Assist in preparing presentations, summaries, and project briefs for internal and external meetings.

Consultant & Stakeholder Support

- Liaise with architects, engineers, municipal staff, surveyors, and other consultants to support project progress.
- Follow up with consultants on deliverables, revisions, and required submissions.
- Support the coordination of architectural and engineering drawings, revisions, and updated specifications.
- Prepare and facilitate Requests for Proposals (RFPs), review submissions, and prepare proposal comparisons.
- Assist with drafting and reviewing consultant contracts, scopes of work, and engagement documents.
- Help maintain strong working relationships with municipal authorities, external partners and the development industry.

Financial & Administrative Support

- Process monthly invoices, track costs, and maintain organized cost logs and financial records.
- Assist with preparing budget updates, forecasting adjustments, and supporting the development of proformas.
- Help gather information for financing packages, lender reporting, and internal reviews.
- Manage routine administrative tasks, including scanning documents, updating project binders, filing revisions, and maintaining shared folders.
- Support the team with preparing internal reporting packages, dashboards, and status updates.

Research & Documentation

- Research zoning bylaws, OCP policies, municipal procedures, and regulatory frameworks.
- Gather and summarize market information, development trends, sales data, and comparable projects.
- Prepare clear summaries and briefing notes to support project decision-making.
- Assist with drafting and reviewing disclosure statements, purchase and sale agreements, and related legal documents.
- Help compile due-diligence materials for new acquisitions and early project planning

What You Bring

- A relevant post-secondary degree or diploma preferably in Urban Land Economics, Architecture, Finance, Engineering or related field
- 1–3 years of experience in development, planning, real estate, or a similar role where you've worked with projects, timelines, and lots of moving parts.
- Clear and confident communication — you can keep consultants, municipal staff, and internal teams aligned and informed.
- Strong organizational instincts and the ability to stay on top of deadlines, details, and shifting priorities.
- A sharp analytical mindset and the curiosity to dig into research, zoning rules, and market data to support project decisions.
- Solid Microsoft Office skills, especially Excel; experience with tools like Bluebeam or AutoCAD is a bonus.
- The ability to handle a substantial workload, multitask, and prioritize in a fast-paced environment
- A proactive approach — you ask questions early, find solutions, and help keep projects moving.
- High attention to detail and pride in producing accurate, well-organized work.
- A collaborative attitude with the ability to work independently when needed.
- This role requires frequent driving within the Lower Mainland. Must have a valid driver's license and access to occasional transportation.

Job Benefits

- Referral bonus program.
- Company perks and discounts (Goodlife, Perkopolis, etc.).
- RRSP contribution.
- Dynamic, driven, and supportive team environment.
- Salary Range $65,000 - $80,000