

DEVELOPMENT CONSULTANT (Development Coordinator / Senior Development Coordinator)

ABOUT US

CitySpaces Consulting is an award-winning firm and a leading provider of community planning, development consulting, and engagement services in communities throughout Western and Northern Canada. For almost 40 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. CitySpaces has helped to deliver 1,000s of non-market housing units, a variety of social enterprise projects, secondary schools, and other institutional projects. We are known for our professionalism, dedication, social ethic, and inclusive approaches.

With several projects under construction, and others in the planning stage, CitySpaces is seeking a **Development Coordinator / Senior Development Coordinator** to join our firm. We are looking for someone to support development projects in all aspects of development consulting – from conceptual planning, feasibility analyses, municipal approvals, community and stakeholder consultation, fund applications, and construction oversight through to completion and project close out.

This is a full-time position based out of our Vancouver office. We offer a hybrid working arrangement.

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 looking to grow their career in development.*

THE POSITION WILL INVOLVE

- Working as part of CitySpaces’ development consulting team, in a support position, on a variety of residential and mixed-use projects across Western and Northern Canada
- Providing support to non-profit clients in realizing their projects from vision and concept through to completion
- Assisting in the preparation of capital and operating budgets, cashflow analysis, other financial updates
- Financial feasibility analysis of potential projects, in addition to review of site development potential
- Supporting tendering and contract preparation, construction contract oversight
- Coordinating project team meetings, preparing agendas, taking clear and succinct meeting minutes

- 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
- Periodic travel to sites throughout Western and Northern Canada
- Evening and weekend meetings are sometimes required

JOB SPECIFICATIONS

- University degree in real estate development, architecture, planning, engineering, business administration or related field
- Project coordination and/or management experience, certification an advantage
- Experience working with Indigenous groups is considered an asset
- Client-focused demeanor, experience working with non-profits and or public/institutional agencies
- Resilient and determined personality, ability to negotiate and resolve conflicts
- Effective communication skills, both verbal and written
- Cooperative, energetic team player with a focus on productive outcomes
- Strong organizational and time management skills
- Ability to multi-task and work on multiple projects concurrently
- Aptitude for budgeting and analysis
- Knowledge of municipal planning and public consultation processes
- Ability to coordinate approvals, design development, construction, and due diligence
- Strong technology / IT skills including knowledge of Mac-based computers and software
- Ability to travel. Having a valid Driver's License is beneficial

COMPENSATION, TEAM + COMMUNITY

- Salary: \$70,000 to \$85,000, commensurate with experience
- Holidays: Three weeks of vacation, plus six personal days and holiday days in December

- Culture and Workplace: Working in a collaborative and collegial environment; a highly supportive culture and inclusive workplace; a focus on family and work/life balance
- Values and Mission: CitySpaces prioritizes projects which are inspirational, meaningful, and result in community change
- Volunteering: Community volunteer commitments are encouraged and supported
- Work Arrangement: Hybrid in-office/at-home work arrangements, with a minimum of three days in office each week
- Other: Transportation allowance, an extended health and wellness benefits package, payment of professional dues, and professional development funding

OUR TEAM

As development consultants at CitySpaces Consulting, we are:

- Passionate about social purpose real estate, caring for the people and places where we live and work
- Committed and forward thinking, planning several steps ahead where we can
- Curious and creative problem solvers, finding resourceful and collaborative ways to address issues
- Tenacious, firm, and persistent, working to drive our projects in our clients' best interests
- Good listeners, thoughtful advisors, and strong advocates

If this sounds like you, please apply by submitting a CV and covering letter to:

careers@cityspaces.ca

CitySpaces evaluates job applicants based on skills, experience and the potential to carry out the job duties of the position. We believe in equitable access to jobs and opportunities regardless of age, gender, sexual orientation, faith practice, ethnicity, socio-economic background, place of origin, family situation, or other characteristics. We encourage all applicants interested in the position to apply. Indigenous applicants strongly encouraged (please self-identify).