

JOB DESCRIPTION			
Job Title:	Development Coordinator		
Reports To (Title):	Development Manager	Department:	Land Development
Job Location:	XX		
POSITION DETAILS			
☒ Full Time	☐ Permanent	☒ Salary	☐ Hourly
☐ Part Time	☐ Temporary	Hours per week:	40
SUMMARY			
The Development Coordinator's role is to act as the File Lead in the preparation, application, and approval for a range of development applications including rezoning, subdivision, development permits and building permits. Under the direction of the Development Manager, the Development Coordinator works as a member of the development team that includes in-house designers and external technical consultants on all aspects of the design and approval process including research, site/building plan coordination, application preparation/submission and deadline management for both the consulting team and approving authorities for multi-family and mixed-use projects across Western Canada.			
RESPONSIBILITIES			
• Coordinate the work of the in-house designers and external consultants to assemble necessary documentation and plans for submission. • Organize and prepare the materials required to apply for various development applications including rezoning, subdivisions, development permit and building permits. • Research and interpret municipal and provincial policies and identify potential challenges or opportunities related to development approvals. • Establish and maintain positive relationships with city planning departments, local government officials, and community stakeholders. • Engage in negotiations with city officials to address any concerns or objections related to development applications and work towards solutions to overcome challenges. • Manage external consultants working on the development applications to ensure timely delivery of materials required for approvals. • Monitor and ensure ongoing compliance with all applicable regulations throughout the development process. • Maintain accurate records of all communications, approvals, and documentation related to development approvals.			
EDUCATION			
Level:	Post-secondary	Area of Study:	Urban or Community Planning, Project Management, or equivalent experience in real estate development

EXPERIENCE			
• Post-secondary education in Urban or Community Planning, or an equivalent combination of training and experience in real estate development • Must be knowledgeable in the municipal planning process, including zoning bylaws, statutory plans, policy plans, etc. • Effective organization and project management abilities to handle multiple tasks simultaneously. • Excellent communication and interpersonal skills • Well-developed research and analytical skills • High level of proficiency with Microsoft Office			
TECHNICAL KNOWLEDGE OR SPECIALIZED SKILLS			
MANAGEMENT SCOPE			
Number of Employees:	xx	Employee Titles:	xx
KEY INTERACTIONS			
Internal:	Development Manager		
External:	xx		
WORKING CONDITIONS			
Environment:	In Office	Physical Effort:	
Equipment:			
Travel %:	xx		