

DEVELOPMENT COORDINATOR

Come join one of Canada's Top Small & Medium Employers located in the Okanagan!

Mission Group provides team members with a competitive base salary, variable pay, annual merit pay increases, paid vacation, a comprehensive benefit plan, a matching RRSP plan, a general education & training program, and much more. In addition, team members can enjoy paid time off each month to volunteer for causes they care about!

We are seeking a highly motivated and organized **Development Coordinator** with 2+ years of design, construction, or real estate experience to join our team of talented real estate professionals. Reporting to the Vice President, Development, this individual will have the opportunity to support a portfolio of Mission Group communities including mixed-use, multi-family residential, and commercial spaces across the Okanagan.

This position is based out of Mission Group's head office in downtown Kelowna, BC.

What you'll do

- Working under the supervision of a Development Manager, support the coordination of all design drawings, including working with third party vendors and consultants.
- Collaborate with internal team members and facilitate information flow throughout the development cycle for multiple projects in various stages in consonance with the Development Manager.
- Help chair project meetings, document meeting minutes and facilitate resolution of inter-departmental action items.
- Coordinate requirements for municipal approvals such as rezoning, development permits, OCP amendments, building permits and outside agency approvals.
- Draft Requests for Proposals (RFPs) for external consultants, prepare comparative analyses and recommend contract awards.
- Thoroughly examine zoning bylaws, municipal policies, and planning documents to inform project feasibility decisions.
- Conduct in-depth market research and competitive analysis to guide development programming, design, and sales strategies.
- Other responsibilities as required.

What you'll have

- Post-secondary education in Architecture, Interior Design, Urban Land Economics, Engineering, or related education
- Proficient in Microsoft Office 365, and creative software such as Adobe, Bluebeam, etc. is a plus.
- Experience in real estate development and project management
- Local market knowledge and passionate about real estate development, design, and construction
- Thrives in a dynamic, fast-paced, team-oriented and entrepreneurial environment
- Excellent interpersonal, organizational, design and creative thinking skills
- A strategic listener and persuasive communicator comfortable interacting with a wide range of stakeholders, including clients, consultants, contractors, trades and government officials is required
- Excellent work ethic and attention to detail

About Mission Group

At Mission Group we create places for people to flourish. We don't just build homes – we also work hard at building communities, careers, and opportunities. Our team members are not just employees, they are also the current and future workers, experts, entrepreneurs, and leaders in our industry. Whatever path they're on, we take pride in helping them achieve their goals while they're helping us achieve ours.

Try a new path. See where it can take you.