

## **Job Title: Educational Programming Coordinator**

### **Real Estate and Development (RaD) Program Coordinator**

**Company:** UDI Capital Region

**Location:** Victoria, BC

**Job Type:** Full-Time (contract for one year – with option to extend)

#### **Position Overview:**

As the Educational Programming Coordinator, you will oversee the day-to-day operations of the RaD Management Program, Understanding Development Realities, and DEVTalks series, ensuring high-quality content and delivery and supporting their continued growth. You will be responsible for administrative and operational tasks, topic sourcing, faculty coordination, marketing, and participant support. This role is crucial for maintaining educational standards, driving continuous improvements, and ensuring responsiveness to industry changes.

#### **About the Educational Components:**

The Real Estate and Development (RaD) Management Program, developed by UDI Capital Region, is a comprehensive, nine-month series of online courses designed to equip participants with essential knowledge and skills for successful real estate development project management. Recognized by Royal Roads University, the program offers a Micro-Credential in Real Estate Development and covers the entire development process from land acquisition to project occupancy.

Understanding Development Realities is a series of virtual presentations, held quarterly and specifically targeted toward Vancouver Island elected officials and municipal staff. Individual session topics are chosen to bridge the knowledge gap of elected officials and staff when looking at new developments across the island.

DEVTalks is UDI Capital Region's newest educational series designed to spotlight the forefront of technological innovation in urban development. Our goal is to demystify complexities and highlight the potential of cutting-edge technologies shaping today's urban landscapes.

## **Key Responsibilities:**

### Program Oversight and Management:

- Manage the day-to-day operations of the RaD Management Program, Understanding Development Realities, and DEVTalks series.
- Ensure all programs maintain high educational standards and support their continuous growth.
- Monitor and evaluate program effectiveness, implementing improvements as needed.

### Curriculum Development and Topic Sourcing:

- Collaborate with industry experts to develop relevant and timely program content.
- Identify and source topics that address current industry trends and knowledge gaps.
- Ensure curriculum alignment with UDI Capital Region's educational goals and industry standards.

### Faculty Coordination:

- Recruit, onboard, and manage faculty and guest speakers.
- Coordinate faculty schedules and ensure they have the necessary resources and support.
- Facilitate communication between faculty and participants to enhance the learning experience.

### Marketing and Participant Recruitment:

- Develop and implement marketing strategies to promote the educational programs.
- Create and manage content for various marketing platforms, including social media, newsletters, and the UDI website.
- Engage with potential participants to provide information and support throughout the registration process.

### Participant Support and Engagement:

- Serve as the primary point of contact for program participants, addressing their inquiries and providing support.
- Ensure participants have access to all necessary program materials and resources.
- Foster a positive learning environment by facilitating participant engagement and interaction.

### Administrative and Operational Tasks:

- Maintain accurate program records, including participant attendance, progress, and feedback.
- Manage program logistics, including scheduling, virtual platform setup, and material distribution.
- Oversee the budget and financial aspects of the programs, ensuring cost-effective management.

### Continuous Improvement and Innovation:

- Stay informed about industry changes and emerging trends to keep program content current.
- Solicit feedback from participants, faculty, and industry professionals to inform program enhancements.
- Drive the adoption of new technologies and methodologies to improve program delivery and participant experience.

### Collaboration and Networking:

- Build and maintain relationships with industry professionals, academic partners, and stakeholders.

- Represent UDI Capital Region at industry events and conferences to promote educational programs.
- Collaborate with other UDI Capital Region team members to align educational initiatives with broader organizational goals.

**Compliance and Reporting:**

- Ensure programs comply with relevant educational standards and regulatory requirements.
- Prepare and present regular reports on program performance, participant feedback, and financial status to UDI leadership.
- Maintain thorough documentation of program processes and improvements for internal review and future reference.

**Qualifications:**

- Education: Bachelor's degree in real estate, business administration, education, or a related field.
- Experience: Minimum of 3-5 years of experience in program management, real estate development, or education administration.

**Skills:**

- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in digital marketing and social media.
- Familiarity with online education platforms and tools.
- Ability to work independently and as part of a team.
- Knowledge of the real estate development industry is an asset.

**Salary:**

As a UDI team member, you will enjoy:

- \$55,000 - \$65,000 (based on industry experience)
- flexible work schedule

**Application Process:**

Interested candidates should submit a resume and cover letter detailing their qualifications and experience related to this role. Applications will be reviewed on a rolling basis until the position is filled. **Only short-listed candidates will be contacted.**

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Join UDI Capital Region in shaping the future of real estate development education. Apply now to make a significant impact in an evolving and dynamic industry.

**Contact Information:**

Kathy Whitcher – Executive Director  
[kathyw@udi.org](mailto:kathyw@udi.org)

**Application Deadline:**

November 12, 2024