

Job Posting

Development Coordinator

Do you want to watch your community change, or do you want to *be the one to shape it?*

Because we're hoping you're here for the latter.

Join Aryze as a *Development Coordinator*.

Why Aryze?

Building communities is about more than simply building homes. That's why we foster a strong vision for what a city can be—and act on it.

As a certified B Corp, we meet rigorous standards for creating positive impact—through how we govern, support our team, engage with communities and care for the environment. Recognized nationally for our innovative approach to development, Aryze is a dedicated team of home builders, urban planners and urbanists, all deeply committed to increasing the quality of communities across Greater Victoria and beyond. This approach has resulted in award-winning projects like: Pearl Block—missing middle townhomes on a challenging triangular lot; Rotunda—architecturally-significant condos in a neighbourhood with room to grow; and Tiny Homes—transitional housing units built from repurposed shipping containers for some of our community's most vulnerable.

And that's not even scratching the surface of what we have coming down the pipeline:

If you thrive in a collaborative environment where your ideas matter, join our growing team. Together, we're city-building for the better.

Who are we?

We are a local Victoria-based group of next-generation leaders trying to build homes, but really, we like to think of ourselves as entrepreneurs with an underlying goal of building better communities. What began with building a swim dock and a floating tree in the Gorge Waterway (and engaging in a political conversation or two) has grown into a mission: to demystify and disrupt the real estate industry by making room for more housing in Victoria neighbourhoods with room to grow.

We believe that every neighbourhood should have diverse housing types and tenures for all incomes and demographics. A densified, compact, walkable lifestyle is critical to solving our climate and housing crisis; all while creating more livable and healthier communities.

While we bring a number of innovative infill development projects to market, Aryze's earliest roots are in quality and unique construction. Our focus to build with the highest standards of craft, design and efficiency has distinguished our homes from others on the block.

Who are you?

You have a passion for taking on challenging projects that are unique, sometimes a bit weird, and delivered in an entrepreneurial environment where excellence is expected. You are the ultimate planner and coordinator and are an excellent communicator. You have a serious passion for shaping the community that you live in and its built environment. You have a lot of integrity and honesty, and understand that we are a business that thrives on executing the most innovative and challenging plans and bringing them to market. Most of all, you want to do it in a place where you're more than an employee number; a place you love working.

Still here? Good. Because if this resonates with you, we'd love to hear about it in your cover letter.

Aryze is growing and looking for an experienced Development Coordinator. Reporting to the Director of Development, you will support the development team in all aspects of a development project from start-up to close-out. This includes assembling material for city applications, tracking and monitoring approvals, following up with the consultant teams, providing support with public engagement and community events, and assisting with coordination and filing. The successful applicant will also be responsible for assisting with site analysis, coordination with the Municipality, and miscellaneous tasks to support the project Development Manager.

The candidate must have at least 2-3 years of progressive work experience in a related field and post secondary education in land economics/development, urban planning, architecture, and/or the construction industry. You should be well versed with Google Drive applications and some familiarity with drawing review software such as Bluebeam and Autodesk. We know this is a big list, so we will consider applicants with less experience but who have the drive and energy to help make our projects a success.

Description

Overview

Reporting directly to the senior development team, the Development Coordinator plays a pivotal role in planning, coordinating, and executing the company's development projects from inception to completion. This includes coordinating architects, consultants, and acting as the liaison between development and construction. All functions and responsibilities are performed in accordance with Aryze's values and beliefs.

Responsibilities

- Support the development team with entitlements applications, including organizing submission materials, ensuring application conditions are met, and coordinating required drawings, reports, and specifications from the project team
- Contribute as part of the team to the development of design drawings, reports, and related studies in alignment with project goals and cross-department objectives
- Collaborate with internal departments and external stakeholders to define and reinforce project goals
- Undertake market, product, and service research and data collection, as needed
- Track and monitor all required approvals to ensure timely processing and completion
- Prepare a variety of internal and external reports and presentations, as required
- Provide support to the development team with public engagement and community meetings
- Assist the development team with building and maintaining project schedules, tracking documents, and checklists
- Assist with daily management of consultants, contractors, and third-party vendors
- Work with internal construction teams to review construction details and assist with review of project and interior design specifications
- Prepare meeting agendas, materials and minutes
- Assist with the update and maintenance of project proformas
- Attend evening meetings or events, as required
- Assist with drawing and specification review, coordination, and filing
- Assist the development team in preparing projects for delivery
- Assist the development, operations, and sales teams as needed during sales launch and project closeout, including the preparation and assembly of project and owner manuals
- Travel, as required
- Additional related duties, as required

Skills

- Strong organizational skills with proven ability to manage multiple projects simultaneously
- Strong communication and interpersonal skills with the ability to effectively engage across all levels of an organization
- Effective decision-making skills with the ability to work under time constraints and adapt to change

- Strong attention to detail and a positive, proactive work ethic
- Collaborative team player with proficient computer skills

Success in this Role

You will thrive in this role if you bring structure to complexity and take genuine ownership of the projects you support. Success means consultants feel well-coordinated, projects stay on schedule, and the development team feels supported across the full arc of a project — from early city applications through to closeout. You communicate proactively, adapt when things shift, and build trust across disciplines with architects, city staff, contractors, and colleagues alike.

Qualifications

Experience: 2 years related experience in land economics, development, architecture, and/or the construction industry with strong experience using Excel, Bluebeam, Smartsheet, and Google Drive

Education: Degree or certificate in fields related to Architecture, Urban Planning or Design, Engineering, or Marketing and Business

Compensation

Salary Range: \$55,000 - \$85,000

Employment offers will be determined by knowledge, experience and internal equity. Will consider a senior role, based on experience; benefits and bonus program offered after probation period.

Equity, Diversity and Inclusion

We are committed to fostering an inclusive and diverse work environment that embraces equity and promotes equal opportunities for all candidates. At Aryze, we recognize the value that people from different backgrounds, lived experiences and perspectives bring to our team, specifically when working within the realm of city-building. We believe that diversity fuels innovation, creativity, success—and fundamentally—better cities for all citizens.