



Vesta is located on the traditional, unceded territories of the x^wməθk^wəyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish) and səliilwətaʔt (Tsleil-Waututh) people. We are committed to Truth, Reconciliation and Equity.

ABOUT VESTA

Vesta is a woman-led development consultancy firm that delivers supportive and affordable housing across British Columbia. We firmly believe everyone has the fundamental right to a roof over their heads and that Project Development is about building solid relationships between the community, stakeholders, and the project team. Most of all, we believe in delivering housing that works for the residents, the community, and the housing managers.

Ultimately, every aspect of the project is our responsibility. We take this role very seriously for our non-profit and provincial partners. Vesta is looking for someone who is committed to housing for everyone, to doing things differently and to the principles of decolonization.

ABOUT THE ROLE

As a development coordinator, you will assist the development manager with projects from funding approval to post-occupancy warranty reviews. The development coordinator will assist in all aspects of a project, including;

- Due diligence for all projects
- Project budgeting, contract management, cash flows, monthly mortgage claim submittals
- Managing a design team and construction team under either a CCDC-2, CCDC-5b or a CCDC-14 form of contract.
- Project meetings and completing agendas and meeting minutes
- Monthly status reports to clients
- Collaborating with internal and external stakeholders and facilitate information flow throughout the project cycle for multiple projects in various stages
- Preparation of public RFP's for design team and general contractors
- Municipal approvals including; rezoning, OCP amendments, development permits and building permits
- Participate in the community engagement process for each project
- Create and maintain highly organized and detailed records of all project activities such as schedule
- Document development and support with administrative duties
- The finalization of projects allow for occupancy, including the preparation of reports and completion of all legal and financial documents which may include Strata documents, Air Space Parcel Easements, Disclosure Statements, Reciprocal Easement Agreements or Cost Sharing Agreements



The successful individual must have an eye for budget detail and experience with design and construction of development projects. The root of our project reporting is cash flow, monthly claims, and budget management. You must also be well organized and have systems for tracking and completing tasks.

ABOUT YOU

We need someone with initiative who is interested in developing affordable and supportive housing. Our clients and colleagues are of paramount importance.

The following qualifications and experience are an asset:

- Minimum 1 to 4 years of experience delivering non-market or market multi-unit residential housing
- A relevant post-secondary degree preferably in Planning, Urban Land Economics, Finance or Engineering
- Experience with budget and contract management
- Experience with contractors under CCDC contracts
- Knowledge of planning and development, budget management
- Exceptional organizational skills and a problem-solver
- Detailed and thorough
- Effective problem solver
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Teams and Sharepoint)
- Valid Driver's License
- Ability to travel

To apply for the Development Coordinator role, please contact Sarah Atkinson at sarah@vestaconsultants.ca