



Social Purpose Real Estate Leader Seeks Development Coordinator

Terra Housing has been supporting British Columbia's non-profit, affordable, and social housing community since 1985. Terra has delivered over 14,000 homes in that time with many more under development and construction. We are a team of experienced, dedicated, and community-minded professionals. We work hard, enjoy what we do, and believe strongly in our mission.

We are currently seeking a **Development Coordinator** to join our team. This is primarily a support role that offers a great opportunity to learn about all aspects of real estate development. The successful candidate will be a talented, multi-tasking individual who is self-motivated, curious, and has the ability to embrace diverse challenges while being focused on end results. The role will provide assistance to Terra Development Managers in all aspects of a development project — from conceptual planning, feasibility analyses, municipal approvals, community and stakeholder consultation, funding applications, construction oversight through to completion and project close out.

This position reports directly to specific Development Managers and responsibilities include:

- Arranging meetings, taking minutes, tracking action items.
- Managing team schedules
- Issuing RFPs, summarizing submissions, notifying proponents of outcomes.
- Coordinating public consultation events and neighbourhood engagement.
- Assisting with managing project consultants.
- Managing electronic and hard copy files and project dropbox sites.
- Preparing applications to regulatory bodies, lenders and funders.
- Conducting general research and market analysis.
- Assisting with RFP responses and grant applications.
- Supporting the development team in general.

Qualities

- Loves learning and developing new skills in real estate development as part of a progression towards future development manager responsibilities.
- Enjoys working with a diverse group of clients and staff members.
- Proactive, positive, and creative problem solver and solution seeker.
- Friendly, collaborative team-player with a focus on productive outcomes.
- Strong attention to detail, organized, with excellent written and verbal communication.

- Enjoys being part of a team and recognizes the importance of each member of the team and their roles.
- Self-starter, highly motivated, and able to manage your time while coordinating with the team.
- Enjoys the details, getting things right, staying organized, developing systems.
- Possesses excellent people skills.

Qualifications/Experience

May include:

- Degree/Diploma in management/business, non-profit work, real estate, building design, finance, urban planning, and/or engineering, etc.
- 1-2 years of work experience that demonstrates the above qualities. Relevant work experience in real estate development is not a pre-requisite although a passion for social purpose real estate development is.
- Strong skills in Office (Excel, Word, Powerpoint).

Working Environment

Occasional evening and weekend meetings are sometimes required, as is travel to project sites around the Lower Mainland and throughout British Columbia.

Remuneration

Salaries are commensurate with experience. Terra maintains an extended benefits program including group life insurance, extended health and dental, professional counselling, and long term disability insurance.

Application

We ask that you submit a cover letter and resume to careers@terrahousing.ca outlining your motivation for this position, as well as your experiences and goals as they relate to this role. We thank all applicants for their interest, but only those under consideration will be contacted.

Please visit terrahousing.ca for more info about our company and work!